

# BOARD OF SUPERVISORS

## Brown County



305 E. WALNUT STREET  
P. O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600  
PHONE (920) 448-4015 FAX (920) 448-6221

### ADMINISTRATION COMMITTEE

Tom Lund, Chair  
Jack Krueger, Vice Chair  
Patty Hoeft, Tony Theisen, Andy Williams

### ADMINISTRATION COMMITTEE

Thursday, August 27, 2009

5:30 p.m.

Room 200, Northern Building  
305 E. Walnut Street

- I. Call to order.
- II. Approve/modify agenda.
- III. Approve/modify minutes of July 23, 2009.
  1. Review of Minutes
    - a. Housing Authority (7/20/09).

### Communications

2. Communication from Supervisor La Violette re: Request a status report on the \$830,000 of estimated salary/fringe benefit savings in the 2009 budget. (Referred from August County Board.)

### Corporation Counsel

3. Request for Budget Transfer (#09-54): Interdepartmental Transfer. (See attached for description.)
4. Corporation Counsel Report of Activities.

### Facility & Park Management

5. Director's Report.

### County Clerk

6. Resolution re: Establish Domestic Partnership Fees.
7. Resolution re: Increase the Marriage Waiver Fee from \$10.00 to \$25.00.
8. Update on Domestic Partnership Applications.
9. Election Update re: Needs for Election Voting Equipment.

### Human Resources

10. Budget Status Financial Report for June 30, 2009.
11. Human Resources Activity Report for July 2009.

**Dept. of Administration**

12. 2009 Budget Transfer Log.
13. Grant Application Approval Log.
14. Administration - Budget Status Financial Report for June 30, 2009.
15. Information Services - Budget Status Financial Report for June 30, 2009.
16. June 30, 2009 Vehicle Listing.
17. Ordinance to Repeal and Re-Create Section 3.14 "Budget Transfers" of the Brown County Code.
18. Request for Budget Transfer (#09-64): Increase in Expenditures with Offsetting Increase in Revenue. (See attached for description.)
19. Director's Report.

**General Fund Balance Transfers**

20. Request for Budget Transfer (#09-50): Interdepartmental Transfer: Museum.
21. Request for Budget Transfer (#09-51): Interdepartmental Transfer: Land and Water Conservation Department.
22. Request for Budget Transfer (#09-52): Interdepartmental Transfer: Planning and Land Services Department.
23. Request for Budget Transfer (#09-53): Interdepartmental Transfer: Register of Deeds.
24. Request for Budget Transfer (#09-55): Interdepartmental Transfer: Clerk of Courts.
25. Request for Budget Transfer (#09-56): Interdepartmental Transfer: Circuit Court System.
26. Request for Budget Transfer (#09-57): Interdepartmental Transfer: District Attorney.
27. Request for Budget Transfer (#09-58): Interdepartmental Transfer: Sheriff's Department.
28. Request for Budget Transfer (#09-59): Interdepartmental Transfer: Executive Department.
29. Request for Budget Transfer (#09-60): Interdepartmental Transfer: Human Services Department.
30. Request for Budget Transfer (#09-61): Interdepartmental Transfer: Land & Water Conservation Dept.
31. Request for Budget Transfer (#09-62): Increase in Expenditures with Offsetting Increase in Revenue. (See attached for description.)
32. **Child Support Agency** – Budget Status Financial Report for June 30, 2009.

**Treasurer** – No agenda items.

**Other**

33. Audit of bills.
34. Such other matters as authorized by law.

Tom Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda

Word97/agendas/admin/August27\_2009.doc

## **PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION COMMITTEE**

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Thursday, July 23, 2009 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin.

---

**Present:** Patty Hoeft, Jack Krueger, Tom Lund.  
**Excused:** Tony Theisen, Andy Williams.  
**Also Present:** Kerry Blaney, Bob Heimann, Debbie Klarkowski, John Luetscher, Mary Reinhard, Jayme Sellen, Lynn VandenLangenberg, and Senator Robert Cowles.

---

**I. Call Meeting to Order:**

The meeting was called to order by Chairman Tom Lund at 5:30 p.m.

**II. Approve/Modify Agenda:**

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to approve. **MOTION APPROVED UNANIMOUSLY.**

**III. Approve/Modify Minutes of June 25, 2009:**

Motion made by Supervisor Hoeft and seconded by Supervisor Krueger to approve. **MOTION APPROVED UNANIMOUSLY.**

**1. Review of Minutes:**

**a. Facility Master Plan (July 7, 2009)**

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to receive and place on file. **MOTION APPROVED UNANIMOUSLY.**

**Treasurer**

**2. Budget Status Financial Report for June 2009 (if available):**

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to hold until next month. **MOTION APPROVED UNANIMOUSLY.**

**3. Treasurer's Financial Report for Month of May:**

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to receive and place on file. **MOTION APPROVED UNANIMOUSLY.**

**4. Resolution re: Change in Table of Organization Treasurer's Department:**

Kerry Blaney, Treasurer, and Debbie Klarkowski, Human Resources Manager, addressed the Committee. Ms. Klarkowski explained that the Treasurer's Department had an Account Clerk II position vacant since the beginning of the year. She stated that a "higher level" position is needed in this department. Therefore, it is recommended that the Account Clerk II position be deleted and the Financial Specialist position be created to better serve the needs of this department.

**Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to approve. MOTION APPROVED UNANIMOUSLY.**

Mr. Blaney thanked the staff of the Human Resources Department, the Administration Committee, and all who assisted in this.

**Human Resources**

**5. Request for Budget Transfer (#09-39): Interdepartmental Transfer (including contingency or general fund transfers); the transfer of the Planning, Evaluation and Quality Management Director position from the Human Services table of organization to Human Resources:**

Ms. Klarkowski stated that this position was transferred earlier this year, and this is the "remaining salary and fringe" for that position.

**Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to approve. MOTION APPROVED UNANIMOUSLY.**

**6. Activity Report for June 2009:**

**Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to receive and place on file. MOTION APPROVED UNANIMOUSLY.**

At this point, Supervisor Krueger asked State Senator Robert Cowles if he would like to address the Committee. Senator Cowles stated that he did not and that he was here to make himself available.

**Department of Administration**

**7. 2009 Budget Transfer Log:**

**Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to approve. MOTION APPROVED UNANIMOUSLY.**

**8. Grant Application Approval Log:**

Lynn VandenLangenberg, Director of Administration, noted that there was only one grant application, which was from ADRC (Aging & Disability Resource Center) for medical cost for low income.

Chair Lund stated that the ADRC budget must be totally separate from Human Services starting next year. This means ADRC will no longer be able to obtain grant money through Human Services. ADRC will become part of Family Care.

Senator Cowles asked if Brown County was receiving adequate funding to cover costs on this. Because it is anticipated that Brown County will start Family Care in mid-2011, Chair Lund indicated that accurate information would not be available until 2012.

**Motion made by Supervisor Hoeft and seconded by Supervisor Krueger to approve. MOTION APPROVED UNANIMOUSLY**

**9. Government Finance Officers Association Award for 2009 Annual Budget:**

Ms. VandenLangenberg stated that Brown County received this award in June for the 15<sup>th</sup> year.

**Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to receive and place on file. MOTION APPROVED UNANIMOUSLY.**

**10. Director's Report**

Ms. VandenLangenberg indicated that the new financial system implementation is progressing; the past 3 weeks there has been user training. She stated that she has received positive responses from people who have gone through the training. She also said the Internal Auditor, Sara Perrizo, has helped with security set-ups for internal controls. She thanked the Committee for allowing Ms. Perrizo to devote time to assist with this.

Ms. VandenLangenberg said people are actually in the "live system" for general ledger and budgeting. She continued by saying there is a pretty intense schedule for stopping entries into the old system, downloading and verifying information, and beginning with the new system on August 3, 2009, when purchase orders and accounts payable will "go live."

Chair Lund had questions concerning the use of this new system for budget preparation concerning the immediate availability of calculations. Ms. VandenLangenberg said it should be possible and information can be downloaded into laptops, if needed, for server access. She added that some benefits are already being realized with this new system; there is about an 80 percent savings on paper due to the increase in available data storage.

In discussions concerning the 2010 budget, Ms. VandenLangenberg stated that there was revenue in the 2009 budget that is not available in 2010. For example, she cited revenue from the Ashwaubenon TIF (Tax Incremental Finance) District and savings built into the 2009 budget for organization efficiencies. She stated indirect costs charge-backs are down \$772,000 for 2010 budget. The downside to that is the amounts charged to the departments ends up revenue in the general fund, but the advantage is that costs in charging departments are being controlled. Debt payments will be up significantly, and the new debt payments do not apply to the levy limit. So the levy targets given out to departments do not build the total levy up to the

3 percent levy limit, because by the time debt payments are added the tax rate would be just too great. The equalized value is unknown at this time; once that is released there may be other adjustments. Because the debt payments have gone up so much, there is an effort to control the tax rate. She asked that departments concentrate on overhead costs as opposed to services.

Ms. VandenLangenberg said the use of the asset maintenance fund is reported to and approved by her and the County Executive. She stated that the Library does have the opportunity to have a tenant at the Kress location, but there are some renovation costs that will need to be incurred. She stated that the Library wanted to use some funds for that and use the rent payments to re-pay that expense (about \$60,000). She did explain that this is not a violation of the policy and, in fact, is not addressed in the policy; and she asked for the Committee's input before proceeding. When asked by Supervisor Krueger, Ms. VandenLangenberg stated that this will be a pay-back situation; because there will be a 5-year lease with a 5-year option on that lease which will more than cover the cost. She asked if the Committee had any concerns, and none were expressed.

**Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to receive and place on file. MOTION APPROVED UNANIMOUSLY.**

11. **Child Support Agency – Budget Status Financial Report for May 31, 2009.**  
No other agenda items.

**Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to receive and place on file. MOTION APPROVED UNANIMOUSLY.**

**Corporation Counsel** – No agenda items.

**County Clerk** – No agenda items.

**Facility & Park Management** – No agenda items.

**Other**

12. **Audit of Bills:**

**Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to approve payment of bills. MOTION APPROVED UNANIMOUSLY.**

13. **Such Other Matters as Authorized by Law: None.**

August Agenda Item – Corporation Counsel Report of Activities  
September Agenda Item – Report on Record Retention Policy by Corporation Counsel

**Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to adjourn at 5:51 p.m. MOTION APPROVED UNANIMOUSLY.**

Respectfully submitted,

Lisa M. Alexander  
Recording Secretary

**MINUTES**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Monday, July 20, 2009**  
**City Hall**  
**100 N. Jefferson Street, Room 608**  
**Green Bay, WI 54301**  
**3:00 p.m.**

**MEMBERS PRESENT:** Darlene Hallet- Chair, Rich Aicher, Tom Diedrick.

**MEMBERS EXCUSED:** Paul Kendle, Michael Welch-Vice Chair.

**OTHERS PRESENT:** Nikki Aderholdt, Anne May Steffel, Rob Strong, Greg Geiser, Chip Law, Matt Roberts.

**APPROVAL OF MINUTES:**

1. Approval of the minutes from the June 15, 2009, meeting of the Brown County Housing Authority.

A motion was made by T. Diedrick, seconded by R. Aicher, to approve the minutes as presented. Motion carried.

**COMMUNICATIONS:**

None.

**REPORTS:**

2. Report on the Housing Choice Voucher Rental Assistance Program.

**A. Preliminary Applications**

G. Geiser stated that since the BCHA made the change in not allowing incomplete applications, preliminary applications have remained consistent around 130. For the month of June, ICS received 136 applications. ICS is still returning a lot of incomplete applications, as the necessary paperwork is not always attached.

**B. Housing Assistance Payments**

G. Geiser stated that the HAP dollars are slightly lower, but that is due to backfilling from previous months. The HAP payments are also slightly lower because ICS is currently in the middle of what is considered "move season."

**C. Housing Assistance Unit Count**

G. Geiser stated that the unit count is at 2,787, which is slightly lower but relatively steady compared to previous months.

D. Housing Quality Standard Inspection Compliance

M. Roberts stated that the figures are beginning to come back into the realm of where they should be. The overall pass percentages and re-evaluation percentages total 66.59 percent.

E. Housing Choice Voucher Administrative Costs and HUD 52681B

C. Law stated that he had highlighted the numbers being reported so that it is visually easier to follow. For the month of June, the BCHA was \$6,806.00 under-budget and a little over \$30,000.00 under-budget for the year.

F. SEMAP Monitoring Report

G. Geiser stated that if the BCHA were scored at this point, all points possible would be received.

G. Report of the Housing Choice Voucher Family Self-Sufficiency Program

G. Geiser stated that client count went from 103 to 104 for the month of June, of which, 38 have escrow accounts, two graduated, and two new contracts.

H. Report on the Housing Choice Voucher Home Ownership Option

G. Geiser stated that client count for June is at 94, which is down from 95 in May.

3. Report on Langan Investigations Criminal Background and Screening and Fraud Investigations.

G. Geiser stated that for June, eight investigations were opened, of which, one was closed as substantiated and seven remain open.

G. Geiser stated that 99 new applications were processed in June. 75 were approved 6 were denied, and 18 were approved pending out of state records checks. G. Geiser stated that as requested in June's meeting, he followed up with the status of the applications that were approved pending out of state checks. G. Geiser indicated that none of last month's pending applications were denied. G. Geiser stated that he will be providing the status of these pending applications every month.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

4. Discussion and action on a recommendation from the Brown County Administration Committee "to direct the Housing Authority to set a goal of setting an average dollar amount to employ all 3,234 housing vouchers, and investigate a standard dual support payment system."

R. Strong stated that the Committee, instead of recommending that the BCHA return unused vouchers, recommended that the BCHA come up with a policy requiring the utilization of all vouchers. One of the committee members did the



math during the meeting and stated that if the BCHA were to decrease the average payment by \$50.00, the BCHA would maintain enough money to fill all of the 3,234 vouchers.

R. Strong stated that after discussing this recommendation with ICS, it has been determined that there are some things the BCHA can do and some things they cannot do. Every year the payment standard is addressed, focusing primarily on de-concentration. The progress of de-concentration is significant; however, the Committee is concerned that the individuals that need help within Brown County are not being served. By lowering the payment standard, the Committee is hoping that these individuals will be helped. G. Geiser stated that the Committee's concern is that the BCHA is paying full rent for most participants. The average HAP, however, is around \$500.00.

R. Strong stated that he appreciated what the Committee was trying to accomplish; however, it does seem to be a short-term solution. As far as the recommendation, R. Strong stated that the BCHA should look at stabilizing the payment standard over time.

The Commissioners agreed that the BCHA should continue to move in the direction it's going to seek HUD approval of utilizing dual payment standards. The Commissioners also agreed on the recommendation made by R. Strong.

5. Discussion and action on a recommendation from the Brown County Administration Committee "to require that people on the waiting list contact the Housing Authority office each month in order to keep their application active."

R. Strong stated that this came about in a discussion on how to make sure the BCHA is serving the people of Brown County. One of the issues that has come up is the long waiting list for the Section 8 program. This recommendation would be a means to ensure that those on the waiting list are still active. R. Strong stated that the BCHA staff, along with the ICS staff, have been discussing several options, but at this point are still shuffling some ideas around.

R. Aicher questioned whether the BCHA could require that non-Brown County residents check in monthly after submitting an application and being put on the waiting list. R. Strong stated that many applicants are moving to the Brown County area, establishing their residency, and then upon finding out they're put on a waiting list, move back to wherever they came from.

R. Strong stated that no action is required to be taken today by the Authority. The BCHA and ICS will continue to sort through options that will best accommodate a solution, including requiring an applicant to stop in at the ICS office on a monthly basis, and bring those ideas back to the table for next month's meeting.

6. Discussion and action on a proposal to amend Chapter 8 of the Administrative Plan.

G. Geiser stated that the BCHA is actually not amending Chapter 8, but rather Chapter 9. M. Roberts is currently working on Chapter 8's amendments. R. Strong stated that because it's not on the agenda, the Commissioners will not be able to take action on Chapter 9's amendment.

G. Geiser stated that the amendment basically states that if the unit passes inspection on the first of the month, the effective date of the assistance wouldn't be until the following month due to subsequent paperwork. This item will be placed on the next BCHA meeting agenda.

7. Authorization for staff and Commissioners to attend the NAHRO 2009 National Conference entitled "Sustainable Solutions for Today and Tomorrow for Affordable Housing Communities" to be held October 4-6 in Washington D.C.

R. Strong stated that every year the BCHA budgets for two Commissioners to attend these NAHRO conferences along with two BCHA employees. R. Strong stated that he would like to attend the conference this year and would also recommend that the new Housing Director, Robyn Hallet, attend this conference as well.

A motion was made by T. Diedrick, seconded by R. Aicher, to authorize two Commissioners and two staff individuals to attend the NAHRO 2009 National Conference to be held October 4-6 in Washington D.C. Motion carried.

#### **BILLS:**

A motion was made by R. Aicher, seconded by T. Diedrick, to approve the bills, including the addendums, with the understanding that the \$196.00 T-Mobile charge will be held pending the status outcome. Motion carried.

#### **FINANCIAL REPORT:**

The financial report was received and placed on file.

#### **STAFF REPORT:**

R. Strong stated that Robyn Hallet will be beginning her position as Housing Authority Administrator on August 17, 2009. N. Aderholdt announced that this will be her final BCHA meeting. R. Strong stated that R. Hallet and N. Aderholdt met to discuss the responsibilities of the intern position. R. Hallet had an opportunity to interview a possible new intern.

C. Law stated that with R. Hallet's departure from ICS, her FSS position became available and has been applied for by G. Geiser. G. Geiser will still be a resource to turn to; however, the BCHA will be seeing less of him. D. Payne will be taking over the HCV

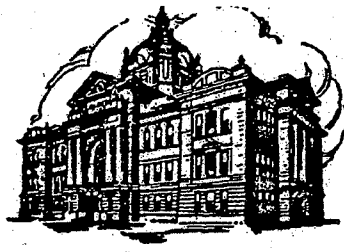
program and will continue to maintain the FSS program as well. C. Law stated that ICS is going to try and shift individuals around to cover the vacant position rather than reaching out and hiring someone new.

R. Strong stated that the City of Green Bay will be meeting with its sister city, located in Central Mexico, Thursday morning.

R. Aicher, on behalf of the Commissioners, thanked N. Aderholdt for her commitment to the BCHIA for the last two and a half years, and wished her good luck in the future.

A motion was made by R. Aicher, seconded by T. Diedrick, to adjourn the meeting. Motion carried. The meeting was adjourned at 4:15 p.m.

:naa



5e

**BROWN COUNTY  
BOARD OF SUPERVISORS  
COURT HOUSE  
GREEN BAY, WISCONSIN**

**BROWN COUNTY BOARD OF SUPERVISORS**

Meeting Date: \_\_\_\_\_

8-19-09

Agenda No. : \_\_\_\_\_

Motion from the Floor

I make the following motion:

<sup>states</sup> I would like to  
Request a Report on the \$830,000 of  
estimated Salary / fringe benefit Savings in the  
2009 budget.

Signed: \_\_\_\_\_

Pat LaViolette

District No.: \_\_\_\_\_

#14

(Please deliver to the County Clerk after the motion is made for recording into the minutes.)

## REQUEST FOR BUDGET TRANSFER

**INSTRUCTIONS:** This form is to be completed for any Category 1, 2a, 2b, 3, 4, or 5 budget transfer. Completed forms should be submitted to the Department of Administration.

**TYPE OF TRANSFER**(check one)**DESCRIPTION****APPROVAL LEVEL**☐ Category 1

Reallocation from one line item to another within the major budget categories

Department Head

☐ Category 2☐ a.

Change in Outlay not requiring transfer of funds from another major budget category.

County Executive

☐ b.

Change in any item within Outlay account which requires the transfer of funds from any other major budget category or the transfer of Outlay funds to another major budget category.

County Board

☐ Category 3☐ a.

Reallocation between Budget Categories other than 2b or 3b transfers.

County Executive

☐ b.

Reallocation of Salaries and Fringe Benefits to another major budget category except contracted services, or reallocation to Salaries and Fringe Benefits from another major budget category except contracted services.

County Board

☒ Category 4

Interdepartmental Transfer (including contingency or general fund transfers)

County Board

☐ Category 5

Increase in Expenditures with Offsetting Increase in Revenue

County Board

**DESCRIPTION AND JUSTIFICATION** (attach additional sheets as needed). In narrative form, describe the requested transfer to include amount, account to transfer from, account to transfer to, and the effect on revenue and expense.

Request to cover the Corporation Counsel 2008 deficit in the amount of \$ 53,184. Major contributors to the shortfall included the need for outside legal counsel due to vacancies of attorney positions within the office. In addition, because of those vacancies there was also a reduced collection of IV-E Chargeback revenue from Human Services for termination of parental rights cases that were normally done in-house but were instead contracted out to private attorneys. See attached for additional explanations.

Increase	Legal Services	53,184
Increase	Fund Balance Applied	53,184

Corporation Counsel  
Department

John Wetscher  
Department Head

6/25/09  
Date

☒ Approved☐ Disapproved

Jim King  
County Executive

8/11/09  
Date

*Handwritten signature/initials*

③

## **MEMORANDUM**

**17 JUNE 2009**

**From: John Luetscher, Corporation Counsel**

**RE: VARIANCES in 2008 REVISED & ACTUAL BUDGETS**

The Department of Administration directed me to explain the variances in the Corporation Counsel revised budget for 2008 and the 2008 actual budget.

The most significant variance is the 2008 expense of \$516,181 for legal services for outside counsel versus the adopted budget amount of \$279,241. During several months in 2008, the position of corporation counsel was unfilled and the office was understaffed. At the time, legal work was given to private attorneys who in turn billed the county. This practice ended when the corporation counsel position was filled.

In 2008 the *Appleton Papers, et al. v George A. Whiting Paper Company, et al.* case was filed in the Federal court here and Brown County is a defendant in the suit. The case is CERCLA (superfund) litigation involving PCBs deposited in the Fox River. Brown County's attorneys in the matter have regularly billed us for legal services performed. The fees have been substantial and ongoing. In 2009, one of the county's insurers during the relevant time period reimbursed the county for about \$80,000 of the legal fees paid to date.

In 2008, John Jacques, Corporation Counsel and long term employee of the county retired requiring the county to pay substantially more than expected in leave earnings. The variance was \$72,932.

The final two variances are in the area of "revenue" to the Corporation Counsel office and involve IV-D and IV-E Charge Backs. IV-D refers to "revenue" to the department from the Child Support Agency to offset the expense in the CC department's budget for funding 3 attorney positions for the child support agency in 2008. The variance is \$310,431 in the revised budget versus \$237,750 in the actual budget. I believe IV-E refers to "revenue" from the Department of Human Services for the cost of county initiated termination of parental rights (TPR) cases. In 2008 the county filed 35 TPR cases through a privately retained attorney. The variance is \$125,101 revised budget amount versus an actual budget entry for \$4,865. In both instances the actual revenue from the other departments comes from funds the agencies receive from the federal and state governments to pay for these types of legal expenses. I do not have any further information and I am hopeful employees of the other departments involved can fully explain these discrepancies.

September 16, 2009

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

RESOLUTION TO ESTABLISH DOMESTIC PARTNERSHIP FEES

WHEREAS, in 2009 Wisconsin Act 28 §3218, the Legislature enacted "Chapter 770 Domestic Partnership" and the Governor signed into law the same; and

WHEREAS, the effective date of "Chapter 770 Domestic Partnership" is July 31, 2009 and persons may apply for a "Declaration of Domestic Partnership" on the first business day thereafter, August 3, 2009; and

WHEREAS, Chapter 770 Wisconsin Statutes, authorizes the County Clerk to charge fees for the application for a Declaration of Domestic Partnership, the Notice of Termination of Domestic Partnership, notarial fees, and a fee for waiver of the statutory five day waiting period.

NOW, THEREFORE, BE IT RESOLVED, effective August 3, 2009, the County Clerk is authorized to charge the following fees:

- 1) Pursuant to §770.18 Wisconsin Statutes the fee amount for each Declaration of Domestic Partnership and each certificate of Termination of Domestic Partnership shall be the same amount the Clerk receives for issuing a marriage license under §765.15 and any applicable resolution or ordinance, and the Clerk shall pay into the State Treasury the same amount the Clerk pays into the State Treasury from the fee for issuing a marriage license and the balance of the fee will be retained by the County.

- 2) Pursuant to §770.07 (1)(b) 2, at his or her discretion, the Clerk may issue a Declaration of Domestic Partnership less than 5 days after application if the applicant pays an additional fee of \$10.00 or greater amount if the Legislature subsequently authorizes it.
- 3) Pursuant to §770.17 the Clerk shall be entitled to receive the standard notary fee in the same amount the Clerk receives when issuing a marriage license and this fee will be retained by the County.

Respectfully submitted,

ADMINISTRATION COMMITTEE

Approved By:

COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

Final Draft Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
WARPINSKI	1			
DE WANE	2			
NICHOLSON	3			
THEISEN	4			
KRUEGER	5			
HAEFS	6			
ERICKSON	7			
BRUNETTE	8			
ZIMA	9			
EVANS	10			
VANDER LEESE	11			
JOHNSON	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
ANDREWS	15			
KASTER	16			
KNIER	17			
WILLIAMS	18			
FLECK	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN	22			
SCRAY	23			
HOEFT	24			
LUND	25			
FEWELL	26			

Total Votes Cast \_\_\_\_\_



TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

September 16, 2009

Ladies & Gentlemen:

RESOLUTION TO INCREASE THE  
MARRIAGE WAIVER FEE FROM \$10.00 TO \$25.00

WHEREAS, Sec. 765.08(1) Wisconsin Statutes states: "except as provided in sub. (2), no marriage license may be issued within 5 days of application for the marriage license" and

WHEREAS, Sec. 765.08(2) Wisconsin Statutes states: "the county clerk may, at his or her discretion, issue a marriage license within less than 5 days after application, if the applicant pays an additional fee of not more than \$10 to cover any increased processing cost incurred by the county, and the county clerk shall pay this fee into the county treasury" and

WHEREAS, 2009 Wis. Act 28 sec.3205r (the budget act) amends Sec. 765.08(2) Wisconsin Statutes to increase the maximum additional fee from \$10 to \$25; and

WHEREAS, the county does incur additional expense when an application for a marriage license is to be expedited and the increase in the maximum additional charge is intended to reflect this additional expense; and

WHEREAS, applicants for a marriage license voluntarily choose to pay the additional fee for expedited processing.

NOW, THEREFORE, BE IT RESOLVED, the county clerk is authorized to increase the additional fee for expedited processing of a marriage license application from \$10 to \$25 and the fees shall be paid into the county treasury.

Respectfully submitted,

ADMINISTRATION COMMITTEE

Approved By:

\_\_\_\_\_  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

Final Draft Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_  
\_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
WARPINSKI	1			
DE WANE	2			
NICHOLSON	3			
THEISEN	4			
KRUEGER	5			
HAEFS	6			
ERICKSON	7			
BRUNETTE	8			
ZIMA	9			
EVANS	10			
VANDER LEESE	11			
JOHNSON	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
ANDREWS	15			
KASTER	16			
KNIER	17			
WILLIAMS	18			
FLECK	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN	22			
SCRAY	23			
HOEFT	24			
LUND	25			
FEWELL	26			

Total Votes Cast \_\_\_\_\_

Motion:      Adopted \_\_\_\_\_      Defeated \_\_\_\_\_      Tabled \_\_\_\_\_

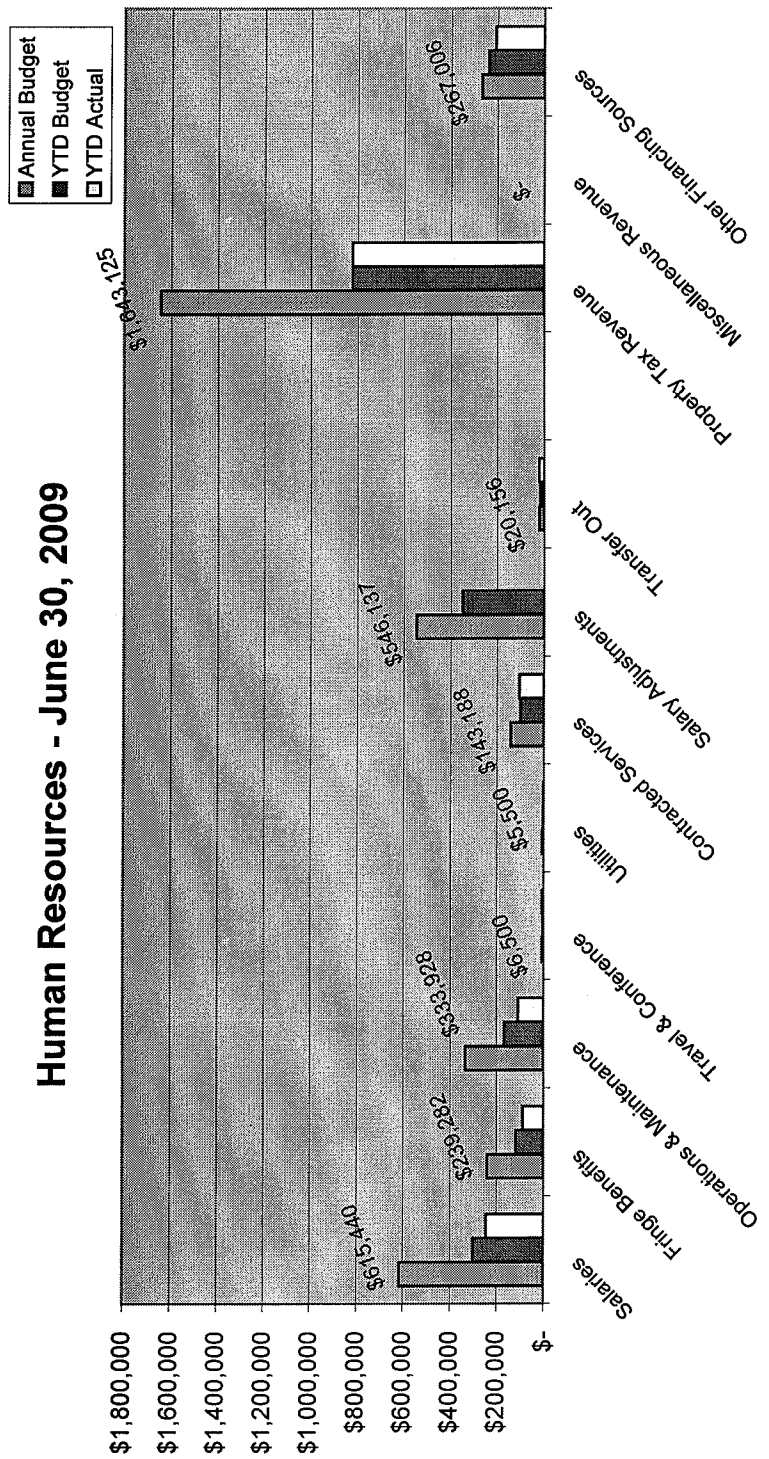
Brown County  
Human Resources  
Budget Status Report  
6/30/2009

	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 615,440	\$ 300,619	\$ 243,348
Fringe Benefits	\$ 239,282	\$ 119,604	\$ 88,282
Operations & Maintenance	\$ 333,928	\$ 166,964	\$ 109,087
Travel & Conference	\$ 6,500	\$ 3,250	\$ 5,091
Utilities	\$ 5,500	\$ 2,750	\$ 1,782
Contracted Services	\$ 143,188	\$ 100,933	\$ 105,219
Salary Adjustments	\$ 546,137	\$ 348,069	\$ -
Transfer Out	\$ 20,156	\$ 17,156	\$ 20,156
Property Tax Revenue	\$ 1,643,125	\$ 821,563	\$ 821,562
Miscellaneous Revenue	\$ -	\$ -	\$ 286
Other Financing Sources	\$ 267,006	\$ 237,842	\$ 208,678

**HIGHLIGHTS:**

All cost categories are within budget. The Salary Adjustment line item is used for Retirement Payout, Retroactive Pay (if the department budget cannot absorb) and Casual Leave Payout.

**Human Resources - June 30, 2009**



# HUMAN RESOURCES DEPARTMENT

## Brown County

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

Date: August 19, 2009  
To: Administration Committee Members  
From: Debbie Klarkowski, Human Resources Manager  
Re: Administration Committee Report

### HUMAN RESOURCES ACTIVITY REPORT FOR JULY 2009

#### Hires:

##### **Full-Time:**

Account Clerk I	1
Emergency Management Coordinator	1
Social Worker/Case Manager	2

##### **Part-Time:**

LPN	1
Staff RN	1

##### **Limited Term/Seasonal/On-Call:**

CNA	1
Concessionaire	1
Finance – Extra Help	1
MHC Co-op Student	1
Shelter Care Worker (on-call)	2

**TOTAL HIRES: 12**

#### Separations:

##### **Full-Time:**

Chief Blacksmith	1
Correctional Officer	2
Education & Volunteer Coordinator	1
Economic Support Specialist II	1
HS Executive Director-interim	1
LPN	1
Social Worker/Case Manager	1
Special Drug Task Attorney	1
Staff RN	1

##### **Part-Time:**

CNA	1
Library Clerk	2
Staff RN	1
Switchboard/Receptionist	1

##### **Limited Term/Seasonal/On-Call:**

Finance – Admin LTE	1
MHC Intern	1
Medical Examiner Investigator	1
Seasonal Park Ranger	1
Summer Engineering Aide	1

**TOTAL SEPARATIONS: 20**

#### Current Employees:

Regular Employees:	1461 (1376.13 FTE's)
Extra Help:	275
<b>Total Employees:</b>	<b>1736</b>

## 2009 BUDGET TRANSFER LOG

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPL REQ'D?	BOARD ACTION/DATE	FINANCE REF.
09-41	7/9/09	Facility and Park Management	Request to utilize \$15,000 of Rails to Trails fund balance to pay for design services for Fox River Trail grant which will install asphalt surfacing on two miles of trail in the Town of Rockland. Increase 20-6285-500908 (Rails to Trails Professional Services) and decrease 20-6285-341000 (Rails to Trails Fund Balance Applied) each by \$15,000.	5	Approved 7/21/09	Y		
09-42	7/15/09	Administration	Transfer of funds to cover 2 <sup>nd</sup> quarter 2009 sick leave payouts for retirees. See budget transfer for more details and account numbers.	3a	Approved 7/21/09	N	----	
09-43	7/15/09	Sheriff	Transfer of funds to modify 2009 budget so revenue from vehicle trade-ins is posted to a revenue account instead of netted against expense of new vehicles. Increase 10-7410-509010 (Outlay) and 10-7410-483100 (Disposition of Fixed Assets) each by \$28,800.	5	Approved 7/21/09	Y		
09-44	7/15/09	Sheriff	Allocation of JAG grant passed through from the City of Green Bay. Increase 10-7401-432100 (Fed Grants) by \$33,249; 10-7401-509010 (Outlay) by \$9,300; 10-7401-500395 (Equipment Non-outlay) by \$6,830; 10-7401-500302 (Supplies) by \$1,500; and 10-7401-500401 (Travel/Training) by \$15,619.	5	Approved 7/21/09	Y		
09-45	7/16/09	Library	Allocation of NFLS Library Services Grant for purchase of two replacement self-check machines. Increase 10-5024-435720 (NFLS Library Services Grant) and 10-5024-509010 (Outlay) each by \$35,000.	5	Approved 7/21/09	Y		
09-46	7/20/09	Facility and Park Management	Addition to BT 08-83 for donations to extend the paved portion of the Fox River Trail by two miles with a portion of donated funds as well as fund balance. Decrease 20-6285-435830 (Rails to Trails Fund Balance Applied) by \$3,500; increase 20-6285-488100 (Donations) by \$5,250 and 20-6285-509050 (Outlay-other) by \$8,750	5	Approved 7/22/09	Y		
09-47	7/21/09	Golf Course	Request to utilize \$35,000 in outlay funds originally budgeted for a rotary rough mower for a new tractor (\$27,000) and an addition to the existing point of sale system (\$8,000) at the Clubhouse.	2a	Approved 7/22/09	N	---	
09-48	7/16/09	Library	Notification of transfer of \$34,000 from fringe benefits to professional services to cover the cost of facility assessments for all library-owned facilities with the exception of Central which is being funded through a capital bond project.	3a	N/A	N	(Approved by Library Board - Library does not need approval from CB per 2006 resolution)	
09-49	7/23/09	Administration	Request to transfer a portion of funds transferred in 09-11 to Temp Help back to Salaries/Fringe to cover hiring an Accountant temporarily through BC payroll to save on staffing agency fees. Increase 10-3210-500101 (Salaries) by \$25,000 and 10-3210-500201 (Fringe) by \$2,000; decrease 10-3210-500906 (Temp Help) by \$27,000.	3a	Approved 7/27/09	N	----	
09-50	6/15/09	Museum	Request for General Fund transfer of \$18,377 to cover 2008 deficit mainly due to a decrease in anticipated admission revenue. See budget transfer for a more detailed explanation.	4	Approved 8/11/09	Y		
09-51	6/15/09	Land and Water Conservation	Request for General Fund transfer of \$62,102 to cover 2008 deficit mainly due to a decrease in anticipated ordinance revenues from animal waste storage inspections. See budget transfer for a more detailed explanation.	4	Approved 8/11/09	Y		
09-52	6/15/09	Planning and Land Services	Request for General Fund transfer of \$5,593 to cover 2008 deficit mainly due to a reduction in planning service revenue for a Highway project that was delayed. See budget transfer for a more detailed explanation.	4	Approved 8/11/09	Y		

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPL. REQ'D?	BOARD ACTION/DATE	FINANCE REF.
09-53	6/12/09	Register of Deeds	Request for General Fund transfer of \$274,964 to cover 2008 deficit mainly due to a decrease in anticipated personnel turnover savings as well as a decrease in real estate transfer taxes and fees. See budget transfer for a more detailed explanation.	4	Approved 8/11/09	Y		
09-54	6/25/09	Corporation Counsel	Request for General Fund transfer of \$53,184 to cover 2008 deficit mainly due to the need for outside legal counsel because of vacant attorney positions as well as reduced collection of IV-E chargeback revenue from Human Services. See budget transfer for a more detailed explanation.	4	Approved 8/11/09	Y		
09-55	6/15/09	Clerk of Courts	Request for General Fund transfer of \$57,379 to cover 2008 deficit mainly due to a decrease in anticipated collection of fines and forfeiture revenues. See budget transfer for a more detailed explanation.	4	Approved 8/11/09	Y		
09-56	6/15/09	Circuit Courts	Request for General Fund transfer of \$72,759 to cover 2008 deficit mainly due to overages in juror daily fees and doctor exams. See budget transfer for a more detailed explanation.	4	Approved 8/11/09	Y		
09-57	6/23/09	District Attorney	Request for General Fund transfer of \$40,362 to cover 2008 deficit mainly due to the reclassification of Legal Assistants, casual payout and overages in temporary help as well as increase paper legal service. See budget transfer for more detailed explanation.	4	Approved 8/11/09	Y		
09-58	6/15/09	Sheriff	Request for General Fund transfer of \$1,034,553 to cover 2008 deficit mainly due to excess overtime as well as a decrease in anticipated projected jail revenues. See budget transfer for a more detailed explanation.	4	Approved 8/11/09	Y		
09-59	6/16/09	Executive	Request for General Fund transfer of \$1,270 to cover 2008 deficit mainly due to a miscalculation of the proper fringe rate resulting in increased fringe. See budget transfer for a more detailed explanation.	4	Approved 8/11/09	Y		
09-60	7/23/09	Human Services	Request for General Fund transfer of \$434,516 to cover 2008 deficit mainly due to increased alcohol and drug abuse program expenditures and alternate care purchased services. See budget transfer for a more detailed explanation.	4	Approved 8/11/09	Y		
09-61	8/6/09	Land and Water Conservation	Request for General Fund transfer of \$7,652 to replenish West Shore Pike Project grant funds erroneously returned to the General Fund at the end of 2008 instead of being carried over to 2009. Increase 100.048.001.900 (Carryover) by \$7,652; increase 100.048.001.5800 (Grant Exp) by \$1,441; 100.048.001.6110.020 (Outlay) by \$6,211.	4	Approved 8/17/09	Y		
09-62	8/12/09	Child Support	Allocation of funds from the American Recovery and Reinvestment Act for IV-D functions. Child Support will use funds to hire temporary help to complete the conversion of files to the new index/maintenance system. Increase 210.017.001.4302 (State Grant Rev) and 210.017.001.5706 (Temp Help) each by \$8,775.	5	Approved 8/17/09	Y		
09-63	8/13/09	PALS	Request to transfer regular earnings from Zoning to Property Listing outlay to purchase a GPS system and accessories. Funds are available due to the Sanitary Inspector vacancy. Increase 100.066.066.6110.020 (Prop Listing Outlay) and 100.066.067.5100 (Zoning Reg Earnings) each by \$25,620.	3b	Approved 8/17/09	Y		
09-64	8/14/09	Administration	Request to increase miscellaneous expense and fund balance applied to properly record room tax revenue in the Convention Center/Arena Lease Fund. See budget transfer for a more detailed explanation.	5	Approved 8/17/09	Y		
09-65	8/14/09	Port & Solid Waste	Request to transfer Gas-to-Energy Facility expenses and revenue from the Solid Waste budget to a separate cost center to track separately. See budget transfer for actual account breakdown information.	3a	Approved 8/17/09	N	----	
09-66	6/14/09	Port & Solid Waste	Request for technical corrections to a number of Port area budget line items in project activity revenues and corresponding expenditures. See budget transfer for actual account breakdown information.	5	Approved 8/17/09	Y		

**GRANT APPLICATION APPROVAL LOG**  
August Administration Committee

#	DATE	DEPARTMENT	GRANT TITLE	GRANTOR AGENCY	AMOUNT	MATCH REQ'D	PERIOD	SUMMARY DESCRIPTION
09-31	7/15/09	U.W. Extension	BC Fruit and Vegetable Access Audit	WI Division of Public Health	\$10,000	\$0	8/09-6/10	Grant will fund a Fruit and Vegetable Access Coordinator LTE to conduct an environmental fruit and vegetable audit of Brown County.
09-32	7/16/09	PALS	Climate Showcase Communities	EPA	\$226,000	\$112,400	1/10-1/13	Program assists in implementing projects that reduce greenhouse gas and achieve environmental/community benefits. Brown County projects include installation of solar hot water heat at the jail and solar electric at Barkhausen.
09-33	7/22/09	Highway	Wisconsin Clean Diesel Grant Program	DNR (passed through EPA)	\$68,556	\$11,052	7/09-12/09	Funds will be used to rebuild the engines on three 1989 graders to bring them to T-1 status for emissions and reduce future maintenance costs.
09-34	8/11/09	Health	Lead Outreach and Education	EPA	\$69,213	\$7,025	1/10-12/10	Program provides education to families with young children at risk of exposure to lead, to health care providers and to other community professions.

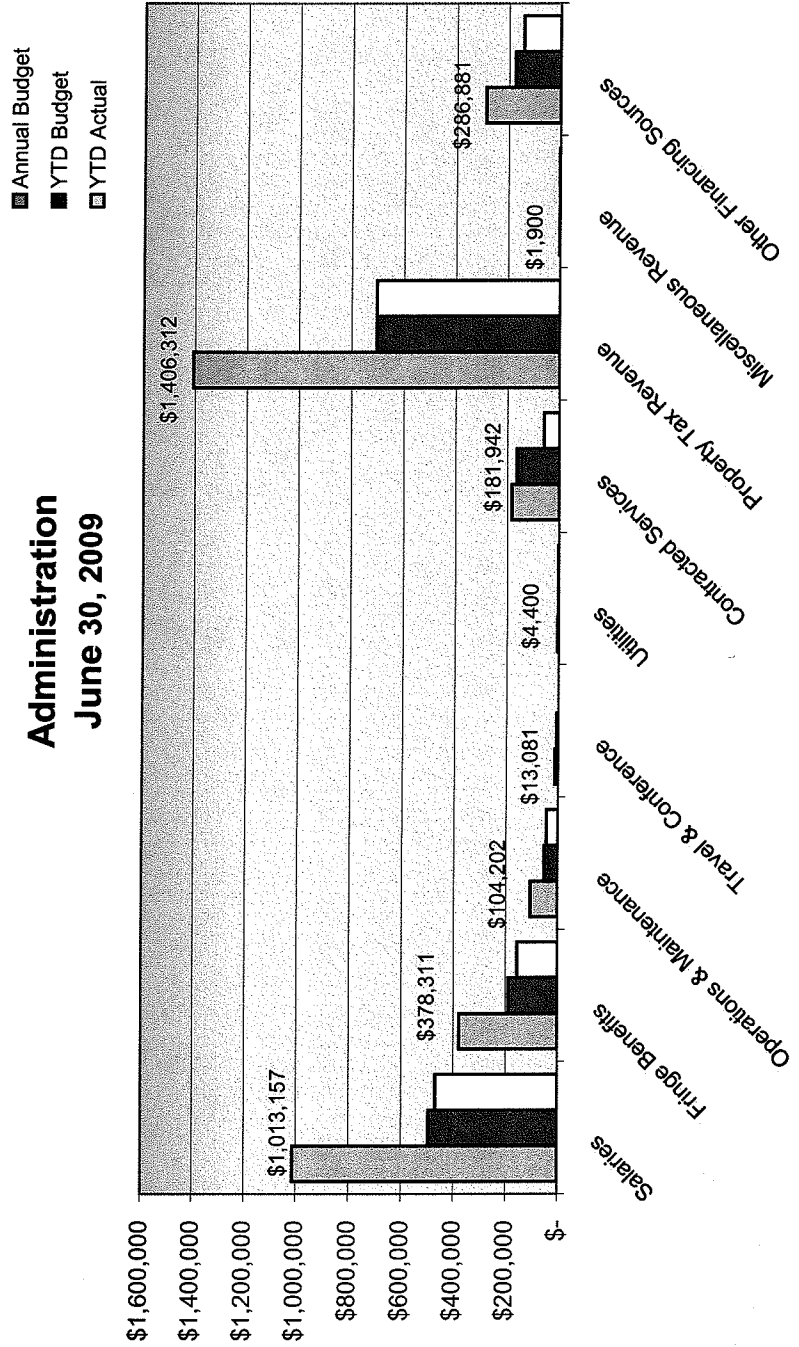
**HIGHLIGHTS:**

Expenses: Year-to-date savings of \$58,988 in salaries and fringe due to vacancies. Year-to-date savings of \$104,782 in contracted services due to savings related to temporary help hired to assist with the implementation of the new ERP.

Revenues: Transfer in under other financing sources covers the actual salaries and fringe of 3 LTE staff hired to help with the implementation of the new ERP.

	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 1,013,157	\$ 494,888	\$ 489,359
Fringe Benefits	\$ 378,311	\$ 188,524	\$ 155,065
Operations & Maintenance	\$ 104,202	\$ 52,102	\$ 43,248
Travel & Conference	\$ 13,081	\$ 6,540	\$ 606
Utilities	\$ 4,400	\$ 2,200	\$ 2,092
Contracted Services	\$ 181,942	\$ 162,942	\$ 58,160
Property Tax Revenue	\$ 1,406,312	\$ 703,156	\$ 703,158
Miscellaneous Revenue	\$ 1,900	\$ 950	\$ 2,534
Other Financing Sources	\$ 286,881	\$ 174,164	\$ 142,140

**Administration  
June 30, 2009**





**HIGHLIGHTS:**

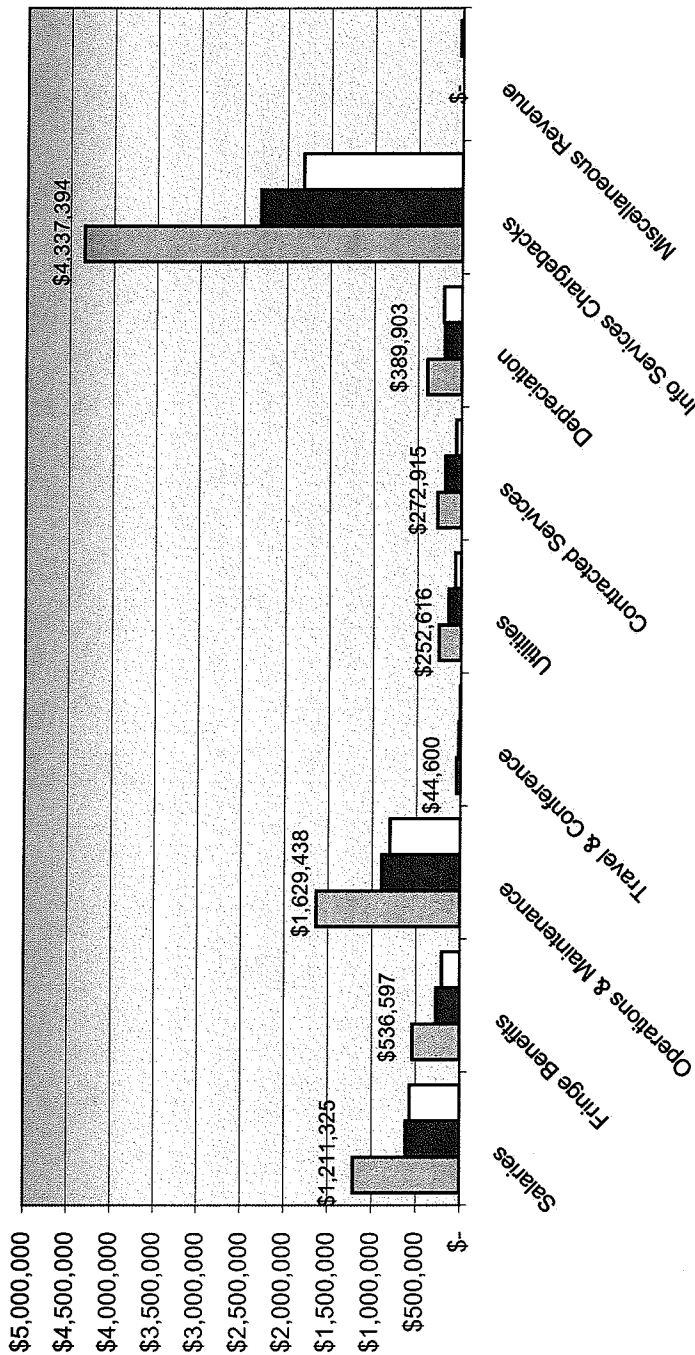
Expenses: Year-to-date savings of \$107,100 is seen in salaries and fringe. Savings of \$71,364 in utilities is due to upcoming charges related to the installation of new phone and internet services and the jail and Community Treatment Center.

Revenues: This budget is funded by chargebacks to departments based on an overhead formula and direct expenses.

	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 1,211,325	\$ 609,176	\$ 584,776
Fringe Benefits	\$ 536,597	\$ 267,761	\$ 205,061
Operations & Maintenance	\$ 1,629,438	\$ 889,264	\$ 797,269
Travel & Conference	\$ 44,600	\$ 22,300	\$ 7,474
Utilities	\$ 252,616	\$ 140,158	\$ 68,794
Contracted Services	\$ 272,915	\$ 180,815	\$ 60,959
Depreciation	\$ 389,903	\$ 194,952	\$ 206,567
Info Services Chargebacks	\$ 4,337,394	\$ 2,301,449	\$ 1,810,954
Miscellaneous Revenue	\$ -	\$ -	\$ 26,290

**Information Services  
June 30, 2009**

■ Annual Budget  
■ YTD Budget  
■ YTD Actual



DEPARTMENT OF ADMINISTRATION

*Brown County*

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

LYNN A. VANDEN LANGENBERG

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

DIRECTOR

August 14, 2009

TO: Administration Committee

FROM: Carolyn A. Maricque  
Finance Director

SUBJECT: June 30, 2009 Vehicle Listing

In accordance with your request to submit all county owned vehicles to the Administration Committee semi-annually; the vehicle listing as of June 30, 2009, is attached.



**BROWN COUNTY  
VEHICLE LISTING AS OF 6/30/09**

DEPARTMENT	YEAR	MAKE/MODEL	TAG NUMBER	DATE ACQUIRED	ODOMETER READING	CONDITION
AIRPORT	1980	CHEVROLET STAKE BED TRUCK CH 16	101900	1/1/1980	42,070	POOR
AIRPORT	1981	CHEVROLET TRUCK -RESCUE 5	115269	7/8/2005	25,890	FAIR
AIRPORT	1992	FORD 3/4 TON PICKUP CH 19	100619	2/1/1992	64,304	FAIR
AIRPORT	1999	FORD TRUCK F150 CH 25	104599	12/1/1998	64,109	FAIR
AIRPORT	2000	INTERNATIONAL DUMP TRUCK CH 22	104619	10/15/1999	13,934	GOOD
AIRPORT	2000	DODGE TRUCK CH 21	104641	2/22/2000	30,378	GOOD
AIRPORT	2001	GMC DUMP TRUCK CH 8	104671	6/27/2001	14,366	GOOD
AIRPORT	2003	GMC PICKUP TRUCK CH 29	104700	7/1/2003	27,602	GOOD
AIRPORT	2003	AIP 30 SECURITY PATROL VEHICLE-PATROL 6	115267	1/1/2003	9,077	GOOD
AIRPORT	2004	FORD TRUCK - PATROL 8	104727	5/11/2004	119,111	FAIR
AIRPORT	2007	FORD EXPEDITION- CH 2	115305	11/17/2006	19,484	GOOD
AIRPORT	2008	FORD TRUCK - CH 26	115320	10/31/2007	7,017	EXCELLENT
AIRPORT	2008	FORD EXPEDITION CH 1	115338	6/19/2008	5,232	EXCELLENT
AIRPORT	2008	2008 FORD CV PATROL #7	115339	6/13/2008	11,217	EXCELLENT
AIRPORT	2009	FORD TRUCK PICKUP BLACK	115358	6/1/2009	520	EXCELLENT
AIRPORT	2009	F550 CB SNOWPLOW TRUCK	115357	5/15/2009	175	EXCELLENT
FACILITY MANAGEMENT	1988	FORD VAN BLUE (ELECTRICAL) T-8	103138	12/31/1990	81,749	GOOD
FACILITY MANAGEMENT	1991	CHEVROLET VAN - DARK GREEN T-3	103275	3/13/1991	68,920	FAIR
FACILITY MANAGEMENT	1996	CHEVROLET TAHOE 4X4 T-12	106574	7/16/1996	63,380	FAIR
FACILITY MANAGEMENT	1997	CHEVROLET TRUCK WHITE TAHOE - MAIL TRUCK T-13	110226	4/2/1997	65,440	GOOD
FACILITY MANAGEMENT	1997	FORD CROWN VICTORIA C-14	117829	2/1/2001	179,684	FAIR
FACILITY MANAGEMENT	1998	CHEVROLET TRUCK 4X4 T-14	110737	8/14/1998	54,616	GOOD
FACILITY MANAGEMENT	1999	CHEVROLET TRUCK (JAIL) 4X4 T-16	111206	6/1/1999	32,822	GOOD
FACILITY MANAGEMENT	2001	DODGE DAKOTA TRUCK T-18	111415	3/28/2001	46,918	GOOD
FACILITY MANAGEMENT	2001	DODGE RAM 2500 - VAN MHC T-19	111416	2/27/2001	43,195	GOOD
FACILITY MANAGEMENT	2001	PONTIAC GRAND AM C-18	117827	2/5/2007	115,285	GOOD
FACILITY MANAGEMENT	2001	PONTIAC GRAND AM C-20	117828	2/5/2007	147,937	GOOD
FACILITY MANAGEMENT	2001	FORD SUPER DUTY TRUCK (JAIL) T-20	117871	2/13/2001	19,027	POOR
FACILITY MANAGEMENT	2002	FORD WINDSTAR T-28	115662	5/18/2005	83,020	GOOD
FACILITY MANAGEMENT	2008	FORD SUPER DUTY TRUCK F250 GOLD T-32	117952	6/05/20	2,886	EXCELLENT
FACILITY MANAGEMENT	2001	INTERNATIONAL TRUCK	118228	7/27/2001	14,361	FAIR
GOLF COURSE	1978	CHEVROLET C60 DUMP TRUCK DELUXE	101740	1/1/1987	44,652	POOR
GOLF COURSE	1998	CHEVROLET-TRUCK	110734	6/1/1998	134,526	FAIR
HIGHWAY	1991	FORD PICKUP - BRIDGE CREW	599	2/26/1991	130,414	FAIR
HIGHWAY	1992	CHEVROLET VAN - ELECTRICIAN	536	1/1/1997	99,431	POOR
HIGHWAY	1993	CHEVROLET BLAZER - ENGINEERING	510	3/22/1993	97,161	POOR
HIGHWAY	1995	CHEVROLET TRUCK (TIRE TRUCK)	535	6/20/1995	159,581	FAIR
HIGHWAY	1996	CHEVROLET 1-TON DUMP TRUCK	541	6/18/1996	153,339	POOR
HIGHWAY	1996	CHEVROLET PICKUP - MECHANIC SHOP	583	6/18/1996	75,789	FAIR
HIGHWAY	1997	CHEVROLET 1-TON DUMP TRUCK	543	7/1/1997	202,527	POOR
HIGHWAY	1997	CHEVROLET PICKUP - MECHANIC SHOP	584	7/1/1997	57,940	FAIR
HIGHWAY	1997	CHEVROLET PICKUP - MECHANIC SHOP	585	7/1/1997	102,523	FAIR
HIGHWAY	1998	CHEVROLET VAN - ENGINEERING	509	6/2/1998	63,605	GOOD
HIGHWAY	2000	CHEVROLET TAHOE - SHOP	507	5/16/2000	72,074	GOOD
HIGHWAY	2000	FORD EXPEDITION - RS	508	3/21/2000	58,950	GOOD
HIGHWAY	2000	CHEVROLET PICKUP-(CREW)BOARD #296	537	8/1/2000	112,666	GOOD
HIGHWAY	2000	CHEVROLET 1-TON DUMP TRUCK	546	6/27/2000	92,636	FAIR
HIGHWAY	2000	CHEVROLET PICKUP - 6	586	4/25/2000	120,693	FAIR
HIGHWAY	2000	CHEVROLET PICKUP - 6	587	4/25/2000	125,607	FAIR
HIGHWAY	2000	CHEVROLET PICKUP - 6	588	4/25/2000	131,509	FAIR
HIGHWAY	2000	CHEVROLET PICKUP - 6	589	5/23/2000	120,570	FAIR
HIGHWAY	2001	FORD SEDAN - CK	505	4/17/2001	159,528	FAIR
HIGHWAY	2001	CHEVROLET PICKUP (4X4, 1/2 TON)-ENG	514	3/27/2001	159,408	FAIR
HIGHWAY	2001	FORD VAN - STOCKROOM	531	3/13/2001	142,523	GOOD
HIGHWAY	2001	FORD AERIAL LIFT TRUCK - ELECTRICIAN	538	3/13/2001	133,226	GOOD
HIGHWAY	2001	FORD PICKUP	563	2/20/2001	92,133	GOOD
HIGHWAY	2001	FORD PICKUP	564	2/20/2001	93,390	GOOD
HIGHWAY	2001	FORD PICKUP	565	2/20/2001	91,151	GOOD
HIGHWAY	2001	FORD PICKUP	566	2/20/2001	102,371	GOOD
HIGHWAY	2002	FORD 1-TON DUMP TRUCK	547	5/28/2002	174,825	FAIR
HIGHWAY	2002	FORD PICKUP	570	5/28/2002	106,753	GOOD
HIGHWAY	2002	FORD PICKUP - BLDG	571	5/28/2002	73,735	GOOD
HIGHWAY	2003	GMC PICKUP (4X4, 1/2 TON)-GH	516	3/31/2003	123,915	GOOD
HIGHWAY	2003	FORD 1-TON DUMP TRUCK	548	4/28/2003	83,191	FAIR
HIGHWAY	2004	FORD SEDAN	506	5/12/2004	130,965	GOOD
HIGHWAY	2004	GMC PICKUP - SHOP	561	6/1/2004	35,279	EXCELLENT
HIGHWAY	2004	GMC 1-TON PICKUP - 6	573	6/14/2004	76,193	GOOD
HIGHWAY	2004	GMC 1-TON PICKUP - 6	574	6/14/2004	78,408	GOOD
HIGHWAY	2004	GMC 1-TON PICKUP - 6	576	6/14/2004	79,131	GOOD
HIGHWAY	2005	GMC 1-TON PICKUP - 6	577	4/11/2005	60,271	GOOD
HIGHWAY	2005	GMC 1-TON PICKUP - 6	578	4/11/2005	53,228	GOOD
HIGHWAY	2005	GMC PICKUP (TRAFFIC) BOARD #297	582	4/11/2005	70,731	GOOD
HIGHWAY	2006	GMC 1-TON DUMP TRUCK	549	5/10/2006	69,017	GOOD
HIGHWAY	2006	GMC 1-TON DUMP TRUCK	550	5/10/2006	94,048	GOOD

**BROWN COUNTY  
VEHICLE LISTING AS OF 6/30/09**

DEPARTMENT	YEAR	MAKE/MODEL	TAG NUMBER	DATE ACQUIRED	ODOMETER READING	CONDITION
HIGHWAY	2006	GMC PICKUP (TRAFFIC) BOARD #297	572	6/1/2006	37,528	EXCELLENT
HIGHWAY	2006	CHEVROLET 1-TON PICKUP - 6 (STATE)	579	4/25/2006	58,765	GOOD
HIGHWAY	2006	CHEVROLET 1-TON PICKUP - 6 (BRIDGE)	580	4/25/2006	57,191	GOOD
HIGHWAY	2006	CHEVROLET 1-TON PICKUP - 6 (PAVING)	581	4/25/2006	43,701	GOOD
HIGHWAY	2007	GMC PICKUP (4X4, 1/2 TON)-RB	517	6/1/2007	47,175	EXCELLENT
HIGHWAY	2007	GMC 1-TON PICKUP - REG CAB	595	6/1/2007	16,080	EXCELLENT
HIGHWAY	2007	GMC PICKUP - MECHANIC SHOP	597	6/1/2007	26,706	EXCELLENT
HIGHWAY	2008	FORD SEDAN - EK	501	4/23/2008	30,019	EXCELLENT
HIGHWAY	2008	GMC 1-TON PICKUP - 6	575	10/1/2007	23,304	EXCELLENT
HIGHWAY	2008	CHEVROLET TRK C3500 HD REG CAB	551	7/28/2008	19,563	EXCELLENT
HIGHWAY	2009	CHEVROLET PICKUP (4X4, 1/2 TON) DD	512	3/4/2009	8,990	EXCELLENT
HIGHWAY	2009	CHEVROLET PICKUP (4X4, 1/2 TON) DD	513	3/10/2009	4,134	EXCELLENT
HUMAN SERV-SHELTER	1999	PLYMOUTH TRUCK - VOYAGER	111592	9/1/2002	59,801	GOOD
HUMAN SERVICES	2003	FORD WINDSTAR 7 PASSENGER	115035	12/1/2003	186,159	GOOD
HUMAN SERVICES	2008	CHEVY UPLANDR WHLCHR TRNSPRT	117239	10/10/2007	50,193	EXCELLENT
HUMAN SERVICES	2008	CHEVY IMPALA 4 DOOR SEDAN	117956	6/10/2008	35,533	EXCELLENT
HUMAN SERV. CTP	1990	CHEV CAPRICE SEDAN	MHC - 117825	1/20/1998	185,254	FAIR
HUMAN SERV-JOB SERV	1999	MERCURY SABLE	MHC - 117826	3/14/2002	137,576	GOOD
HUMAN SERV. CTP	2002	FORD ECONOLINE WAGON - E-150T GOLD	111579	5/1/2002	59,959	
INFORMATION SERV.	2002	CHEVROLET EXPRESS VAN/BL	116334	2/24/2004	88,434	GOOD
INFORMATION SERV.	2003	CHEVROLET TRUCK/VAN/SLVR	117755	6/12/2007	82,936	GOOD
LAND	1993	CHEVROLET CAPRICE car #5	103944	5/18/1994	161,906	POOR
LAND	1995	FORD BRONCO RED 4 -car #9	117812	8/1/2000	140,038	POOR
LAND	1997	DODGE INTREPID 4 DR, MAROON car #3	117894	3/10/2008	69389	GOOD
LAND	1998	DODGE DAKOTA TRUCK-BLE trk #2	117123	2/16/2007	126,629	GOOD
LAND	1998	DODGE DAKOTA TRK-BLE w/shell trk #4	117124	2/20/2007	73,862	GOOD
LAND	1999	DODGE CARAVAN VAN #1	117893	1/4/2008	73,845	GOOD
LIBRARY	1993	BLUE BIRD-BUS-BOOK MOBILE	106081	12/31/1994	97,941	GOOD
LIBRARY	1994	CHEVROLET C1500 1/2 TON PICKUP	104049	3/25/1994	157,019	FAIR
LIBRARY	2001	CHEVROLET CARGO VAN	115530	3/23/2001	93,198	GOOD
LIBRARY	2009	CHEV COLORADO CREW 1LT	118501	4/9/2009	2,554	EXCELLENT
HUMAN SERV.BAYVIEW	1993	FORD CLUB WAGON XLT VAN	5153	5/25/2004	70,550	GOOD
MENTAL HEALTH	1995	CHEVROLET CAPRICE 4-DOOR	1636	10/10/1996	231,537	GOOD
MENTAL HEALTH	2000	CHEVROLET K2500 TRUCK	1799	4/20/2000	33,706	FAIR
MENTAL HEALTH	2000	FORD TAURUS - BLACK	5060	12/12/2001	101,653	GOOD
MENTAL HEALTH	2002	CHEVROLET EXPRESS (15 PASSENGER VAN)	5117	6/4/2003	50,982	EXCELLENT
MENTAL HEALTH	2003	GMC SIERRA TRUCK	5114	4/16/2003	18,062	GOOD
MENTAL HEALTH	2003	DODGE INTRIPED	5116	5/13/2003	54,408	EXCELLENT
MUSEUM	1993	CHEVROLET TRUCK-ASTRO VAN	110505	5/17/1997	126,713	FAIR
PARK/ FAIRGROUND	2008	FORD F150XL PICKUP 4X2 REG CAB GREEN	117943	5/5/2008	12,650	EXCELLENT
PARK/BARKHAUSEN #15	2008	FORD TRUCK F250	117142	6/5/2007	17,982	EXCELLENT
PARK/BARKHAUSEN #21	1997	FORD TRUCK-GREY 3/4 TON #21	110629	4/25/1997	105,222	FAIR
PARK/BARKHAUSEN #3	2002	GMC 1/2 TON PICKUP TRUCK	111466	12/31/2001	95,946	GOOD
PARK/BARKHAUSEN #7	1998	CHEVROLET TRUCK	111023	8/14/1998	75,909	FAIR
PARK/BAYSHORE #23	1998	CHEVROLET TRUCK 1/2 TON PICK-UP	111024	4/30/1998	126,084	GOOD
PARK/FAIRGROUND #1	1997	FORD TRUCK	110503	5/7/1997	130,971	FAIR
PARK/FAIRGROUND #18	2007	FORD RANGER PICKUP TRUCK	117138	5/22/2007	23,593	GOOD
PARK/FAIRGROUND #5	2002	INTERNATIONAL TRUCK 4400 4 X 2	111580	5/7/2002	28,797	GOOD
PARK/FAIRGROUND #9	2005	CHEVROLET TRUCK SILVERADO	115671	6/15/2005	46,561	GOOD
PARK/FAIRGROUNDS #14	1993	FORD F150 PICKUP	104297	4/6/1993	128,307	POOR
PARK/PAMPERIN	2008	FORD F250XL SUPER DUTY PICKUP 4X4 GREEN	117942	5/28/2008	13,216	EXCELLENT
PARK/PAMPERIN #11	2000	CROWN VICTORIA	117830	5/22/2006	146,438	FAIR
PARK/PAMPERIN #2	2002	FORD F350 PICKUP TRUCK	111474	12/31/2001	56,526	GOOD
PARK/PAMPERIN #4	1997	FORD TRUCK-CLUB WAGON	111118	2/15/1999	128,268	FAIR
PARK/PAMPERIN #6	2004	FORD TRUCK (DARK GREEN)	115194	6/21/2004	32,052	GOOD
PARK/REFORESTATION #12	2006	GMC TRUCK SIERRA 2500HD	117043	5/11/2006	21,209	GOOD
PARK/REFORESTATION #25	1998	CHEVROLET TRUCK	111022	6/28/1998	59,739	FAIR
PLANNING	2001	CHEVROLET BLAZER TRUCK	115126	2/5/2004	72,733	GOOD
PORT & SOLID WASTE	1996	FORD F150 4DR, XLT, GREEN	117873	3/21/2008	101,833	FAIR
PORT & SOLID WASTE	1997	FORD TAURUS - 4 DOOR	115196	5/25/2004	148,858	FAIR
PORT & SOLID WASTE	2006	FORD F-150 PICKUP TRUCK	116767	7/17/2006	24,140	EXCELLENT
PORT & SOLID WASTE	2005	FORD TAURUS - 4 DOOR	118243	1/6/2009	58,741	GOOD
PUBLIC SAFETY	1992	HAZMAT UD1800E FORD TRUCK-EMERGENCY GOVT.	103513	10/4/1991	5,776	POOR
PUBLIC SAFETY	2001	FORD EXCURSION - WHITE	115010	12/1/2003	74,578	FAIR
SHERIFF	1987	FORD F600 BLACK	115099	1/1/1987		POOR
SHERIFF	1987	CHEVROLET QUEB VAN - WHITE	111436	11/14/2001		FAIR
SHERIFF	1989	FORD F350 BLUE	117832	5/22/2007		FAIR
SHERIFF	1992	UD SEMI WHITE	117853	10/31/1991		GOOD
SHERIFF	1996	CHEVROLET TRUCK - ERU AMBULANCE	117833	5/22/2007		FAIR
SHERIFF	1997	FORD F250 PICKUP TRUCK - WHITE	115676	9/25/2005		FAIR
SHERIFF	1998	CHEVROLET SUBURBAN WHITE	117837	10/26/2005		FAIR
SHERIFF	2001	FORD F150	115081	1/1/2000		FAIR
SHERIFF	2001	CHEVROLET MALIBU WHITE	111574	2/16/2002		FAIR
SHERIFF	2001	CHEVROLET MALIBU WHITE	115079	2/16/2002		FAIR

**BROWN COUNTY  
VEHICLE LISTING AS OF 6/30/09**

DEPARTMENT	YEAR	MAKE/MODEL	TAG NUMBER	DATE ACQUIRED	ODOMETER READING	CONDITION
SHERIFF	2001	FORD TAURUS GOLD	115617	1/27/2005		GOOD
SHERIFF	2001	FORD TAURUS CHESTNUT	117842	3/31/2005		GOOD
SHERIFF	2002	FORD TAURUS RED	117844	2/25/2004		GOOD
SHERIFF	2003	CHEVROLET EXPRESS VAN - BLUE	111659	7/10/2003		FAIR
SHERIFF	2003	FORD TAURUS SILVER	117862	11/12/2004		GOOD
SHERIFF	2004	FREIGHT LINE BOMB SQUAD TRK	115143	2/11/2004		GOOD
SHERIFF	2004	FORD TAURUS SILVER	117864	8/15/2006		GOOD
SHERIFF	2005	FORD CROWN VICTORIA BLACK	115642	3/3/2005		GOOD
SHERIFF	2005	FORD CROWN VICTORIA BLACK	115647	3/3/2005		GOOD
SHERIFF	2006	CHEVROLET EXPRESS 3500 BLU	117033	4/18/2006		GOOD
SHERIFF	2006	CHEVROLET EXPRESS 3500 BLU	117034	4/19/2006		GOOD
SHERIFF	2006	FORD CROWN VICTORIA BLACK	117049	6/5/2006		FAIR
SHERIFF	2006	FORD CROWN VICTORIA BLACK	117051	6/5/2006		FAIR
SHERIFF	2006	FORD CROWN VICTORIA BLACK	117052	6/5/2006		FAIR
SHERIFF	2008	FORD CROWN VICTORIA BIEGE	117177	8/13/2007		GOOD
SHERIFF	2008	FORD CROWN VICTORIA BLACK	117178	8/13/2007		GOOD
SHERIFF	2008	FORD CROWN VICTORIA BLACK	117179	8/13/2007		GOOD
SHERIFF	2008	FORD CROWN VICTORIA BIEGE	117211	8/13/2007		GOOD
SHERIFF	2008	HARLEY DAVIDSON MOTORCYCLE BLACK	117851	8/29/2007		GOOD
SHERIFF	2008	FORD CROWN VICTORIA BLACK	117939	4/23/2008		GOOD
SHERIFF	2008	FORD CROWN VICTORIA BLACK	117933	4/23/2008		GOOD
SHERIFF	2008	FORD CROWN VICTORIA BLACK	117935	4/23/2008		GOOD
SHERIFF	2008	FORD CROWN VICTORIA BLACK	117934	4/23/2008		GOOD
SHERIFF	2008	FORD CROWN VICTORIA BIEGE	117929	4/24/2008		GOOD
SHERIFF	2008	FORD CROWN VICTORIA TITAN	117928	4/23/2008		GOOD
SHERIFF	2008	FORD CROWN VICTORIA RED	117930	4/23/2008		GOOD
SHERIFF	2008	FORD CROWN VICTORIA BLUE	117931	4/23/2008		GOOD
SHERIFF	1992	FORD AMBULANCE MEDTEC	111028	6/18/1998		FAIR
SHERIFF	2009	FORD CROWN VICTORIA BLACK	117999	9/10/2008		EXCELLENT
SHERIFF	2009	FORD CROWN VICTORIA BLACK	118546	3/9/2009		EXCELLENT
SHERIFF	2009	FORD CROWN VICTORIA BLACK	118547	3/9/2009		EXCELLENT
SHERIFF	2009	FORD CROWN VICTORIA BLACK	118548	3/9/2009		EXCELLENT
SHERIFF	2009	FORD CROWN VICTORIA BLACK	118549	3/9/2009		EXCELLENT
SHERIFF	2009	FORD CROWN VICTORIA BLACK	118550	3/9/2009		EXCELLENT
SHERIFF	2009	FORD CROWN VICTORIA BLACK	118551	3/9/2009		EXCELLENT
SHERIFF	2009	FORD CROWN VICTORIA BLACK	118552	3/9/2009		EXCELLENT
SHERIFF	2009	FORD CROWN VICTORIA BLACK	118553	3/9/2009		EXCELLENT
SHERIFF	2009	FORD CROWN VICTORIA BLACK E 3500	NO TAG	6/24/2009		EXCELLENT
SHERIFF	2002	CADILLAC/ DARE PROMO ESCALAD	118555	2/9/2009		GOOD
SURVEY	2000	FORD F150 TRUCK	111605	1/8/2003	77,911	FAIR
SYBLE HOPP	1996	DIAMOND VAN, FORD CHASSIS (APPLE VAN)	111167	2/1/1996	29,608	FAIR
SYBLE HOPP	1998	CHEVROLET EXPRESS VAN (DUKE VAN)	111168	1/1/1998	55,014	GOOD
SYBLE HOPP	2000	CHEVROLET TRUCK - 8 PASSENGER (BROWN VAN)	111404	5/18/2000	56,583	GOOD
SYBLE HOPP	2000	FORD 009 TRUCK (HARRY VAN)	111406	3/31/2001	27,425	GOOD
SYBLE HOPP	2002	BLDRD SCHOOL BUS	117814	10/19/2001	43,867	GOOD
ZONING	1991	FORD RANGER CUSTOM PICKUP	103290	1/18/1991	108,380	POOR
ZONING	1994	CHEVROLET PICKUP 1/2 TON C1500	106010	3/21/1994	132,003	POOR
ZONING	2002	GMC SONOMA TRUCK	111571	5/7/2002	65,156	GOOD
ZOO	2003	CHEVROLET TRUCK CARGO VAN - ZOOMOBILE	115033	12/31/2003	58,514	EXCELLENT
ZOO	2005	GMC TRUCK - PICKUP	115611	4/11/2005	32,174	EXCELLENT

DEPARTMENT OF ADMINISTRATION

*Brown County*

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

LYNN A. VANDEN LANGENBERG

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

DIRECTOR

August 14, 2009

TO: Administration Committee Members

FROM: Lynn Vanden Langenberg  
Director of Administration

SUBJECT: Ordinance Amending County Code Section 3.14 "Budget Transfers"

With the implementation of our new County-wide financial system, the current procedure that departments must follow to make adjustments to their adopted budget will not change. However, if not updated at this time, the wording in County Code Section 3.14 "Budget Transfers" will become outdated since we have transitioned onto the new system as of August 1<sup>st</sup>.

Therefore, attached in ordinance form are the recommended updates to Section 3.14 "Budget Transfers" of the County Code. As you will see, the biggest modifications are the Category 1 budget classifications which changed with the County's new general ledger chart of accounts; as well as some of the procedural wording referencing the former administration's "Office of Management and Budget" and "Management Team". All other changes are strictly wording updates to match the verbiage used in the new financial system.

Departments will still be required to fill out the same request form which will route through the proper channels (Executive and County Board approvals) in accordance with the Code; and Administration will still maintain the same log of these requests just as before.

Please let me know if you have any questions or would like any other information regarding this recommended update to the Code. Thank you for your time and consideration of this matter.

August 14, 2009

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen.

**AN ORDINANCE TO REPEAL AND RE-CREATE**  
**SECTION 3.14 "BUDGET TRANSFERS" OF THE BROWN COUNTY CODE**

THE BROWN COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

Section 1: Section 3.14 of the Brown County Code entitled "Budget Transfers" is hereby re-created to read as follows:

3.14 BUDGET TRANSFERS. (1) Definitions: A budget ~~transfer~~ adjustment is any of the following changes to budgeted expenses:

**Category 1 Transfer Adjustments**

Reallocation from one ~~line item~~ account to another within the major budget categories classifications of:

- |  |  |
|--|--|
| a) <del>Salaries and Fringe Benefits</del>     | a) <u>Cost of sales</u>                          |
| b) <del>Operation and Maintenance</del>        | b) <u>Personnel services and fringe benefits</u> |
| c) <del>Travel, Conference, and Training</del> | c) <u>Employee costs</u>                         |
| d) <del>Insurance Premiums</del>               | d) <u>Operation and maintenance</u>              |
| e) <del>Utilities</del>                        | e) <u>Insurance costs</u>                        |
| f) <del>Contracted Services</del>              | f) <u>Utilities</u>                              |
| g) <del>Medical Expenses</del>                 | g) <u>Chargebacks</u>                            |
| h) <del>Employee Allowance Expense</del>       | h) <u>Contracted services</u>                    |
| i) <del>Judiciary Costs</del>                  | i) <u>Medical expenses</u>                       |
| j) <del>Other</del>                            | j) <u>Judiciary costs</u>                        |
|  | k) <u>Purchased services</u>                     |
|  | l) <u>Other</u>                                  |
|  | m) <u>Debt retirement</u>                        |
|  | n) <u>Depreciation</u>                           |
|  | o) <u>Outlay</u>                                 |

**Category 2 Transfer Adjustments**

- a) Any change in any item within the Outlay account which does not require the transfer reallocation of funds from another major budget ~~category~~ classification.
- b) Any change in any item within the Outlay account which requires the transfer reallocation of funds from any other major budget ~~category~~ classification, or the transfer reallocation of Outlay funds to another major budget ~~category~~ classification.

### **Category 3 Transfer Adjustments**

- a) Reallocation from one or more of the major budget ~~categories~~ classifications to another other than Category 2b) or 3b) ~~transfers~~ adjustments.
- b) Reallocation of ~~Salaries Personnel services~~ and fringe benefits to another major budget ~~category~~ classification except contracted services, or reallocation to ~~Salaries Personnel services~~ and fringe benefits from another major budget ~~category~~ classification except contracted services.

### **Category 4 Transfer Adjustments**

Reallocation from one department to another (including any transfer reallocation from the Finance Department's contingency fund or the County's general fund), and

### **Category 5 Transfer Adjustments**

Any increase in expenditures with an offsetting increase in revenue.

**(2) Policy:** It shall be policy that budget ~~transfer~~ adjustments shall require approval at the following levels:

- a) Category 1 ~~transfer~~ adjustments may be made at the discretion of the department head.
- b) Category 2a) and Category 3a) ~~transfer~~ adjustments shall require approval of the County Executive.
- c) Category 2b) and 3b) ~~transfer~~ adjustments shall require approval of the County Board subsequent to review and approval of the County Executive.
- d) Category 4 and Category 5 ~~transfer~~ adjustments shall require approval of the County Board subsequent to review and approval of the County Executive.
- e) All budget ~~transfer~~ adjustment requests from the Brown County Library Board under Category 2 ~~transfer~~ adjustments and Category 3 ~~transfer~~ adjustments may be made at the discretion of the Brown County Library Board in compliance with Section 43.58 (1) of the Wisconsin Statutes.

It shall be policy that a budget ~~transfer~~ adjustment log be maintained in the ~~Office of Management and Budget~~ Department of Administration.

### **(3) Procedure:**

- a) Category 1 ~~transfer~~ adjustments shall be made at the discretion of the department head to assist with budget monitoring.
- b) Category 2a) and Category 3a) ~~transfer~~ adjustments shall be requested by the department head through the ~~Office of Management and Budget~~ Department of Administration. All such requests will be reviewed by the Director of Administration and then submitted to the County Executive for approval or denial. The Department of Administration will notify the department of the decision. placed on the next agenda of the Management Team for review and recommendation. The County Executive shall consider the recommendation of the Management Team and notify the Office of Management and Budget and the affected Department Head of approval or disapproval.



- c) Category 2b), 3b), 4 and 5 transfer adjustments shall be requested by the department head through the ~~Office of Management and Budget~~ Department of Administration. All such requests will be reviewed by the Director of Administration and then submitted to the County Executive for approval or denial. The Department of Administration will notify the department of the decision and place the approved adjustment on the appropriate Board Committee agenda for action. All such requests shall be routed through the Management Team. The Management Team shall review and make a recommendation on all such requests. The County Executive shall consider the recommendation of the Management Team and notify the Office of Management and Budget and the affected Department Head of approval or disapproval. The Department Head will be responsible for placing approved transfers on the appropriate Board Committee agenda for action.
- d) In the event of an emergency, which precludes compliance with this policy, department heads are expected to exercise their professional judgment.
- e) All budget transfer adjustment requests will be presented in writing via the Budget Adjustment Request form and logged in the format of the attached Budget Transfer Adjustment Log. This log will be provided to the County Board office on a monthly basis for inclusion in on the Administration Committee packets agenda.

Section 2: This ordinance shall become effective upon passage and publication.

Respectfully submitted,

ADMINISTRATION COMMITTEE

\_\_\_\_\_  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

Final Draft Approved by Corporation Counsel

**Fiscal Impact:** There is no fiscal impact.

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISORS NAME	DIST. #	AYES	NAYS	ABSTAIN
WARPINSKI	1			
DE WANE	2			
NICHOLSON	3			
THEISEN	4			
KRUEGER	5			
HAEFS	6			
ERICKSON	7			
KAYE	8			
ZIMA	9			
EVANS	10			
VANDER LEEST	11			
JOHNSON	12			
DANTINNE	13			

SUPERVISORS NAME	DIST. #	AYES	NAYS	ABSTAIN
LAVIOLETTE	14			
ZELLER	15			
KASTER	16			
BACKMANN	17			
VAN DEURZEN	18			
FLECK	19			
CLANCY	20			
DE CLEENE	21			
ZABEL	22			
SCRAY	23			
HOEFT	24			
LUND	25			
FEWELL	26			

Total Votes Cast \_\_\_\_\_

Motion:      Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

## REQUEST FOR BUDGET TRANSFER

**INSTRUCTIONS:** This form is to be completed for any Category 1, 2a, 2b, 3, 4, or 5 budget transfer. Completed forms should be submitted to the Department of Administration.

### TYPE OF TRANSFER

(check one)

### DESCRIPTION

### APPROVAL LEVEL

- |  |   |                                      |
|--|---|--------------------------------------|
| <input type="checkbox"/> Category 1            | Reallocation from one line item to another within the major budget categories   | Department Head                      |
| <input type="checkbox"/> Category 2            | <input type="checkbox"/> a. Change in Outlay not requiring transfer of funds from another major budget category.<br><input type="checkbox"/> b. Change in any item within Outlay account which requires the transfer of funds from any other major budget category or the transfer of Outlay funds to another major budget category.                      | County Executive<br><br>County Board |
| <input type="checkbox"/> Category 3            | <input type="checkbox"/> a. Reallocation between Budget Categories other than 2b or 3b transfers.<br><input type="checkbox"/> b. Reallocation of Salaries and Fringe Benefits to another major budget category except contracted services, or reallocation to Salaries and Fringe Benefits from another major budget category except contracted services. | County Executive<br><br>County Board |
| <input type="checkbox"/> Category 4            | Interdepartmental Transfer (including contingency or general fund transfers)  | County Board                         |
| <input checked="" type="checkbox"/> Category 5 | Increase in Expenditures with Offsetting Increase in Revenue  | County Board                         |

**DESCRIPTION AND JUSTIFICATION** (attach additional sheets as needed). In narrative form, describe the requested transfer to include amount, account to transfer from, account to transfer to, and the effect on revenue and expense.

*The Convention Center/Arena Lease Fund tracks the room tax revenue. In the past, the net of room tax deposited into the bank account (with the municipalities retainage already deducted) was recorded. Effective 1/1/2009, the full amount of the room tax collection will be recorded as revenue and the municipality retainer will be recorded as an expense. There is no cash impact with the change, however the expense line item needs to be added to properly record this retainer in the amount of \$478,000.*

*The revenue amount would have increased, however the room tax collections are not as high as projected so no change will be made to this line item. The amount of room tax revenue collected, less the retainer and the bond payments, is retained in the "excess room tax" fund.*

Increase	220.062.060.5390 (Other Misc. Expense)	\$478,000
Increase	Fund Balance Applied	\$478,000

Administration  
Department

*Linda VandenLangenberg*  
Department Head

8/14/09  
Date

☒ Approved

☐ Disapproved

*Tom Harty*  
County Executive

8/17/09  
Date

**BROWN COUNTY  
CONVENTION CENTER/ARENA LEASE**

	Actual 2009	2009 12 MO EST	Budget 2009 REVISED	Budget Transfer Request	Budget 2009 Amended
<b>EXPENDITURES</b>	<b>6 MO ACTUAL</b>				
OTHER MISCELLANEOUS					
Bank Fees	11,242	17,242	0	18,000	18,000
Payments to Muni for Administration Fees	246,184	456,184	0	460,000	460,000
TOTAL OPERATION & MAINTENANCE	257,426	473,426	0	478,000	478,000
(G)					
OTHER CONTRACTED SERVICES	0	0	0	0	0
TOTAL CONTRACTED SERVICES	0	0	0	0	0
LEASE PAYMENTS	1,565,809	2,733,178	2,733,178	0	2,733,178
TOTAL DEBT RETIREMENT	1,565,809	2,733,178	2,733,178	0	2,733,178
TOTAL EXPENDITURES	1,823,235	3,206,604	2,733,178	478,000	3,211,178
<b>REVENUES</b>					
ROOM TAX REVENUE	1,480,596	3,321,870	3,506,419	0	3,506,419
TOTAL INTERGOVERNMENTAL CHARGES	1,480,596	3,321,870	3,506,419	0	3,506,419
INTEREST ON INVESTMENTS	12,492	19,092	146,310	0	146,310
DONATIONS	0	25,000	25,000	0	25,000
OTHER MISCELLANEOUS	0	0	0	0	0
TOTAL MISCELLANEOUS REVENUE	12,492	44,092	171,310	0	171,310
TOTAL REVENUES	1,493,088	3,365,962	3,677,729	0	3,677,729
INCREASE/(DECREASE) IN FUND BALANCE	(330,147)	159,358	944,551	(478,000)	466,551

## REQUEST FOR BUDGET TRANSFER

**INSTRUCTIONS:** This form is to be completed for any Category 1, 2a, 2b, 3, 4, or 5 budget transfer. Completed forms should be submitted to the Department of Administration.

**TYPE OF TRANSFER**  
(check one)

**DESCRIPTION**

**APPROVAL LEVEL**

☐ Category 1

Reallocation from one line item to another within the major budget categories

Department Head

☐ Category 2

☐ a.

Change in Outlay not requiring transfer of funds from another major budget category.

County Executive

☐ b.

Change in any item within Outlay account which requires the transfer of funds from any other major budget category or the transfer of Outlay funds to another major budget category.

County Board

☐ Category 3

☐ a.

Reallocation between Budget Categories other than 2b or 3b transfers.

County Executive

☐ b.

Reallocation of Salaries and Fringe Benefits to another major budget category except contracted services, or reallocation to Salaries and Fringe Benefits from another major budget category except contracted services.

County Board

☒ Category 4

Interdepartmental Transfer (including contingency or general fund transfers)

County Board

☐ Category 5

Increase in Expenditures with Offsetting Increase in Revenue

County Board

**DESCRIPTION AND JUSTIFICATION** (attach additional sheets as needed). In narrative form, describe the requested transfer to include amount, account to transfer from, account to transfer to, and the effect on revenue and expense.

Request to transfer \$18,377 from the general fund to cover a 2008 deficit in admission revenue at the Museum. The Museum puts on between 12 to 14 new exhibits (varying in size and nature) each year, and it is fairly difficult to project admission revenues. I have worked with the Department of Administration on our budget so that we have made some headway in projecting a more realistic number for 2009, based on somewhat limited experience (we first started charging admission fees in 2004).

10-5810-467300  
10-5810-492900

Daily Admission Fees  
Fund Balance Applied

\$18,377 decrease  
\$18,377 increase

Museum

Department

Eugene Van Borge

Department Head

6/15/09  
Date

☒ Approved

☐ Disapproved

Tom Vary

County Executive

8/11/09  
Date

*[Signature]*

## REQUEST FOR BUDGET TRANSFER

**INSTRUCTIONS:** This form is to be completed for any Category 1, 2a, 2b, 3, 4, or 5 budget transfer. Completed forms should be submitted to the Department of Administration.

**TYPE OF TRANSFER**  
(check one)

**DESCRIPTION**

**APPROVAL LEVEL**

☐ Category 1

Reallocation from one line item to another within the major budget categories

Department Head

☐ Category 2

☐ a. Change in Outlay not requiring transfer of funds from another major budget category.

County Executive

☐ b. Change in any item within Outlay account which requires the transfer of funds from any other major budget category or the transfer of Outlay funds to another major budget category.

County Board

☐ Category 3

☐ a. Reallocation between Budget Categories other than 2b or 3b transfers.

County Executive

☐ b. Reallocation of Salaries and Fringe Benefits to another major budget category except contracted services, or reallocation to Salaries and Fringe Benefits from another major budget category except contracted services.

County Board

☒ Category 4

Interdepartmental Transfer (including contingency or general fund transfers)

County Board

☐ Category 5

Increase in Expenditures with Offsetting Increase in Revenue

County Board

**DESCRIPTION AND JUSTIFICATION** (attach additional sheets as needed). In narrative form, describe the requested transfer to include amount, account to transfer from, account to transfer to, and the effect on revenue and expense.

Request to cover the Land Conservation 2008 deficit in the amount of \$62,102. The shortfall was mainly attributable to Ordinance revenues coming from animal waste storage inspections that never materialized. See attached for additional explanations.

Decrease  
Increase

Ordinance Revenue 62,102  
Fund Balance Applied 62,102

Land & water conservation

Department

William C. Nafz

Department Head

6-15-09

Date

☒ Approved

☐ Disapproved

Tom Thum

County Executive

8/11/09

Date

(21)

# LAND and Water CONSERVATION DEPARTMENT

## Brown County

Agriculture and Extension Service Center  
1150 Bellevue Street  
Green Bay, WI 54302  
Phone: (920) 391-4620 Fax: (920) 391-4617  
[www.co.brown.wi.us/land\\_conservation/](http://www.co.brown.wi.us/land_conservation/)

**BILL HAFS**  
COUNTY CONSERVATIONIST

## M E M O R A N D U M

**DATE:** 5-4-09  
**TO:** Lynn VandenLangenberg  
**FROM:** Bill Hafs  
**RE:** 2008 Shortfall of Ordinance revenue of \$62,262

Lynn,

This memo is to inform you of the reasons for the 2008 shortfall of \$62,262 in Ordinance revenue that was the primary reason for the 2008 Land and Water Conservation Department Budget being short **\$62,102.**

During the 2008 Land Conservation Committee budget deliberations (October 2007) the Land Conservation Committee voted to approve inspection fees for Unintended Use of Animal Waste Storage Facilities (yearly inspection fees on Animal Waste Storage Facilities where materials other than Animal Waste are stored). This fee was projected to generate \$50,000 in revenue (25 landowners storing "other waste" in animal waste storage facilities x \$2000 per year inspection fee). When we notified landowners of this violation with the Brown County Animal Waste Management all storage of "other waste" immediately stopped. This resulted in a loss of \$50,000 in revenue.

The balance of reduced revenue (\$12,262) was reduced permit revenue for 2008. A factor in reduced revenue for ordinance fees was the increased workload associated with animal waste complaint inspections which there are no fees or revenues generated.

### Solutions:

1. The 2009 Ordinance Revenue budget was adjusted (\$47,000) to more accurately reflects the actual amount of ordinance revenue in 2008 (\$45,738).
2. I have asked Jim Kalny (acting corporation counsel at time of request) for collection actions to proceed on unpaid Agricultural fees (\$9,521 in 2008).

### Budget transfer language:

Transfer from General Fund \$62,102 to balance 2008 Land and Water Conservation budget shortfall caused by reduction in revenues for Animal Waste Storage Unintended Use inspections, reduced permit revenue and increased workload on animal waste complaints.

Let me know if you need copies of minuets from October 22, 2007 LCC meeting.

## REQUEST FOR BUDGET TRANSFER

**INSTRUCTIONS:** This form is to be completed for any Category 1, 2a, 2b, 3, 4, or 5 budget transfer. Completed forms should be submitted to the Department of Administration.

**TYPE OF TRANSFER**  
(check one)

**DESCRIPTION**

**APPROVAL LEVEL**

<input type="checkbox"/> Category 1	Reallocation from one line item to another within the major budget categories	Department Head
<input type="checkbox"/> Category 2	<input type="checkbox"/> a. Change in Outlay not requiring transfer of funds from another major budget category. <input type="checkbox"/> b. Change in any item within Outlay account which requires the transfer of funds from any other major budget category or the transfer of Outlay funds to another major budget category.	County Executive County Board
<input type="checkbox"/> Category 3	<input type="checkbox"/> a. Reallocation between Budget Categories other than 2b or 3b transfers. <input type="checkbox"/> b. Reallocation of Salaries and Fringe Benefits to another major budget category except contracted services, or reallocation to Salaries and Fringe Benefits from another major budget category except contracted services.	County Executive County Board
X Category 4	Interdepartmental Transfer (including contingency or general fund transfers)	County Board
<input type="checkbox"/> Category 5	Increase in Expenditures with Offsetting Increase in Revenue	County Board

**DESCRIPTION AND JUSTIFICATION** (attach additional sheets as needed). In narrative form, describe the requested transfer to include amount, account to transfer from, account to transfer to, and the effect on revenue and expense.

Request to cover the Planning and Land Services Department 2008 deficit in the amount of \$5,593. The shortfall was mainly attributable to anticipated revenue for planning services for a Highway project that was delayed in 2008. See attached for additional details.

Decrease	Other Department Charges	\$5,593
Increase	Fund Balance Applied	\$5,693

Planning and Land Services  
Department

  
Department Head

6/15/09  
Date

☒ Approved

☐ Disapproved

  
County Executive

8/11/09  
Date



(22)



PLANNING COMMISSION

Brown County



305 E. WALNUT STREET, ROOM 320  
P.O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600

CHUCK LAMINE, AICP

PHONE (920) 448-6480 FAX (920) 448-4487  
WEB SITE [www.co.brown.wi.us/planning](http://www.co.brown.wi.us/planning)

PLANNING DIRECTOR

MEMORANDUM

DATE: May 20, 2009

TO: Lynn VandenLangenberg, Director of Administration

FROM: Chuck Lamine, Planning Director 

RE: 2008 Planning and Land Services Department Budget Variances

As you are aware, the Planning and Land Services Department, which includes sub-budgets for the Planning, Zoning and Property Listing functions, finished 2008 with a deficit of \$5,893. This deficit was caused primarily by the economic recession as it related to a reduction in development activity and the related permit and review fee revenues. Additionally, some anticipated revenue from grants were not awarded and anticipated reimbursement revenue for planning activities associated with the development and sale of the vacant Brown County Farm property were not realized due to a slow housing market. Several actions were taken to minimize the severity of these shortfalls for 2008 and adjustments were made to the 2009 budget to better reflect the slow down in the economy. The following narrative will describe the actions taken and an explanation for the 2008 budget variances:

PLANNING OFFICE

**Expenditures:**

	2008 Budget	2008 Actual	Variance
<b>Total Salaries</b>	\$566,344	\$537,919	\$28,425

Explanation: A Senior Planner position was left vacant for half the year due to anticipated revenue shortfalls.

2009 Budget Action Taken: A Senior Planner position was deleted from the budget for 2009.

	2008 Budget	2008 Actual	Variance
<b>Total Fringe Benefits</b>	\$282,626	\$251,302	\$31,324

Explanation: A Senior Planner position was left vacant for half the year due to anticipated revenue shortfalls.

2009 Budget Action Taken: A Senior Planner position was deleted from the budget for 2009.

	2008 Budget	2008 Actual	Variance
<b>Total Contracted Services</b>	\$20,000	-0-	\$20,000

Explanation: Due to Federal Highway Administration and the Wisconsin DOT delays in starting the Environmental Impact Study (EIS) for the Southern Bridge Corridor, we were not able to proceed with using contracted services in 2008.

2009 Budget Action Taken: Contracted services funds of \$20,000 were budgeted for 2009 and the EIS is now moving forward.

**Revenues:**

	2008 Budget	2008 Actual	Variance
<b>Total Intergovernmental Rev.</b>	\$278,375	\$264,515	\$13,860

Explanation: We were not awarded a budgeted Coastal Management Grant of \$29,542 in 2008. This shortfall was partially offset by an additional \$11,514 in Transportation Planning Grant funds that were received to initiate work on a pedestrian facility inventory and the development of a model pedestrian facility ordinance.

2009 Budget Action Taken: The Coastal Management Grant amount budgeted for 2009 was reduced to \$20,000. This grant was recently awarded.

	2008 Budget	2008 Actual	Variance
<b>Total Public Charges</b>	\$54,050	\$49,557	(\$4,493)

Explanation: Subdivision review fees and sewer service area amendment fees were down \$7,260 in the 2008 budget due to a slow down in development activity associated with the economic recession.

2009 Budget Action Taken: The total Public Charges budgeted for 2009 was reduced to \$38,050 in anticipation of a reduction in development activity due to the recession.

	2008 Budget	2008 Actual	Variance
<b>Total Intergovernmental Charges</b>	\$121,395	\$71,325	(\$50,070)

Explanation: Planning revenue from local assistance planning services was \$5,070 below budget and anticipated Other Department Charges from the Brown County Highway Commission of \$45,000 were not received due to the Federal Highway Administration and the Wisconsin DOT delays in starting the EIS for the Southern Bridge Corridor.

2009 Budget Action Taken: \$45,000 was again budgeted for the EIS project which has now been started and is back on schedule for completion in 2009. Additional revenues were budgeted for local assistance planning work contracted in 2009.

**PROPERTY LISTING**

	2008 Budget	2008 Actual	Variance
<b>Total Fringe Benefits</b>	\$138,261	\$156,777	(\$18,516)

Explanation: The Brown County Department of Administration assigned the incorrect fringe rate resulting in this line item being under budgeted.

2009 Budget Action Taken: The correct fringe rate was assigned for 2009.

	2008 Budget	2008 Actual	Variance
<b>Survey Review Fees</b>	\$75,000	\$48,860	(\$26,140)

Explanation: Survey Review Fees were down \$26,140 in the 2008 budget due to a slow down in development activity associated with the economic recession.

2009 Budget Action Taken: Survey Review Fees budgeted for 2009 was reduced to \$50,000 in anticipation of a reduction in development activity due to the recession.

#### ZONING

	2008 Budget	2008 Actual	Variance
<b>Total Salaries</b>	\$164,231	\$137,175	\$27,056

Explanation: A Sanitary Inspector position was left vacant for the year due to anticipated revenue shortfalls.

	2008 Budget	2008 Actual	Variance
<b>Total Operation &amp; Maint.</b>	\$77,317	\$70,020	\$7,297

Explanation: Due to anticipated budget shortfalls, Operation and Maintenance expenditures were minimized where possible.

2009 Budget Action Taken: The 2009 budget for Operation and Maintenance was reduced by \$4,367 to reflect actual experience in 2008.

While 2008 included a significant slow down in the economy and several unanticipated revenue shortfalls for the Planning and Land Services Department, several measures were taken including leaving funded positions vacant and seeking additional grant revenue where possible to minimize the shortfall. The 2009 Planning and Land Services Department budget also reflects changes based on the actual experiences of 2008.

I have attached a spreadsheet which shows the Planning, Property Listing, and Zoning budgets with the annual budget amount and the actual amounts. This also shows the three budgets in the combined column.

If you have any questions, please feel free to contact me.

CL:lw

cc: Carolyn Maricque, Finance Director

## REQUEST FOR BUDGET TRANSFER

**INSTRUCTIONS:** This form is to be completed for any Category 1, 2a, 2b, 3, 4, or 5 budget transfer. Completed forms should be submitted to the Department of Administration.

**TYPE OF TRANSFER**  
(check one)

**DESCRIPTION****APPROVAL LEVEL**

- |  |   |                                      |
|--|---|--------------------------------------|
| <input type="checkbox"/> Category 1            | Reallocation from one line item to another within the major budget categories   | Department Head                      |
| <input type="checkbox"/> Category 2            | <input type="checkbox"/> a. Change in Outlay not requiring transfer of funds from another major budget category.<br><input type="checkbox"/> b. Change in any item within Outlay account which requires the transfer of funds from any other major budget category or the transfer of Outlay funds to another major budget category.                      | County Executive<br><br>County Board |
| <input type="checkbox"/> Category 3            | <input type="checkbox"/> a. Reallocation between Budget Categories other than 2b or 3b transfers.<br><input type="checkbox"/> b. Reallocation of Salaries and Fringe Benefits to another major budget category except contracted services, or reallocation to Salaries and Fringe Benefits from another major budget category except contracted services. | County Executive<br><br>County Board |
| <input checked="" type="checkbox"/> Category 4 | Interdepartmental Transfer (including contingency or general fund transfers)  | County Board                         |
| <input type="checkbox"/> Category 5            | Increase in Expenditures with Offsetting Increase in Revenue  | County Board                         |

**DESCRIPTION AND JUSTIFICATION** (attach additional sheets as needed). In narrative form, describe the requested transfer to include amount, account to transfer from, account to transfer to, and the effect on revenue and expense.

Transfer \$274,964 from Fund Balance Account to:

- \$9,468 Register of Deeds Salaries 10-7201-50-0101 for 2008 Salaries. Budgeted for one Clerk III to retire April 1, 2008 and leave position vacant for the balance of the year – employee actually retired February 1, 2008 however Administration added Turnover Reduction on top of that totally \$9,876 – therefore, only realized \$408 in turnover savings for 2008.
- \$122,595 Register of Deeds Real Estate Transfer Taxes 10-7201-41-2300. Due to economy fewer real estate sales of real property recorded.
- \$142,901 Register of Deeds Fees 10-7201-46-1300. Due to economy fewer real estate documents were recorded.

Register of Deeds  
Department

Walter Wilgots  
Department Head

6-12-2009  
Date

☒ Approved

☐ Disapproved

Sam Perry  
County Executive

8/12/09  
Date

OK  
Sam

## REQUEST FOR BUDGET TRANSFER

**INSTRUCTIONS:** This form is to be completed for any Category 1, 2a, 2b, 3, 4, or 5 budget transfer. Completed forms should be submitted to the Department of Administration.

**TYPE OF TRANSFER**  
(check one)

**DESCRIPTION****APPROVAL LEVEL**

- |  |   |                                      |
|--|---|--------------------------------------|
| <input type="checkbox"/> Category 1            | Reallocation from one line item to another within the major budget categories   | Department Head                      |
| <input type="checkbox"/> Category 2            | <input type="checkbox"/> a. Change in Outlay not requiring transfer of funds from another major budget category.<br><input type="checkbox"/> b. Change in any item within Outlay account which requires the transfer of funds from any other major budget category or the transfer of Outlay funds to another major budget category.                      | County Executive<br><br>County Board |
| <input type="checkbox"/> Category 3            | <input type="checkbox"/> a. Reallocation between Budget Categories other than 2b or 3b transfers.<br><input type="checkbox"/> b. Reallocation of Salaries and Fringe Benefits to another major budget category except contracted services, or reallocation to Salaries and Fringe Benefits from another major budget category except contracted services. | County Executive<br><br>County Board |
| <input checked="" type="checkbox"/> Category 4 | Interdepartmental Transfer (including contingency or general fund transfers)  | County Board                         |
| <input type="checkbox"/> Category 5            | Increase in Expenditures with Offsetting Increase in Revenue  | County Board                         |

**DESCRIPTION AND JUSTIFICATION** (attach additional sheets as needed). In narrative form, describe the requested transfer to include amount, account to transfer from, account to transfer to, and the effect on revenue and expense.

Request to cover the Clerk of Courts 2008 deficit in the amount of \$57,379. The shortfall was mainly attributable to the reduced collection of fines and forfeiture revenues, particularly County Ordinance Forfeitures. See attached for additional explanations.

Decrease	County Ordinance Forfeitures	57,379
Increase	Fund Balance Applied	57,379

Clerk of Courts  
Department

Keri Gibson  
Department Head

6-15-09  
Date

☒ Approved

☐ Disapproved

Tom Henry  
County Executive

8/11/09  
Date

*Handwritten initials and signature*

# CLERK OF CIRCUIT COURT

*Brown County*



100 SOUTH JEFFERSON STREET  
P.O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600  
TELEPHONE (920) 448-4155  
FAX (920) 448-4156  
WWW.CO.BROWN.WI.US/CLERK\_OF\_COURTS

LISA WILSON  
CLERK OF CIRCUIT COURT  
(920) 448-4179

LAURI MARENGER  
CHIEF DEPUTY  
(920) 448-4154

NEIL BASTEN  
FINANCIAL OPERATIONS MANAGER  
(920) 448-4501

To: Lynn VandenLangenberg, Director of Administration

From: Lisa Wilson, Clerk of Circuit Courts

Date: May 15, 2009

Re: 2008 Budget Variances

## 2008 Budget Variances

**County Ordinance Forfeitures and Penal Fines for Cty Civil Fees** – both of these accounts were affected by our economy. Fines and Fees are assessed and defendants are given ample amount of time to pay, but obviously we can't make them pay. We turn accounts over to the start for tax intercept, we turn account over to collection agencies, issue warrants for past due balances, and issue a civil judgment. The 2009 budget was changed to reflect these issues. Also, we have had a successful five months of intercepting taxes.

**Bail/Bond Forfeitures** – Bail forfeitures occur when the defendants fail to appear for a hearing. The judge will then issue a warrant for their arrest and forfeiture bond. This is hard to predict who will or will not show up for hearing.

**Interest on Investments** - Another account affected by our economies downward slide. That combined with the changing of bank account drastically affected this account in 2008. Our current interest rate is 0.25% with JP Morgan compared to the nearly 5.00 % we had at one point with Associated Bank. This account will need to be adjusted in the 2009 budget.

If you need additional information or have any questions, please call.

A handwritten signature of Lisa Wilson in cursive script.

Lisa Wilson  
Clerk of Circuit Courts

## REQUEST FOR BUDGET TRANSFER

**INSTRUCTIONS:** This form is to be completed for any Category 1, 2a, 2b, 3, 4, or 5 budget transfer. Completed forms should be submitted to the Department of Administration.

**TYPE OF TRANSFER****(check one)****DESCRIPTION****APPROVAL LEVEL**☐ Category 1

Reallocation from one line item to another within the major budget categories

Department Head

☐ Category 2☐ a.

Change in Outlay not requiring transfer of funds from another major budget category.

County Executive

☐ b.

Change in any item within Outlay account which requires the transfer of funds from any other major budget category or the transfer of Outlay funds to another major budget category.

County Board

☐ Category 3☐ a.

Reallocation between Budget Categories other than 2b or 3b transfers.

County Executive

☐ b.

Reallocation of Salaries and Fringe Benefits to another major budget category except contracted services, or reallocation to Salaries and Fringe Benefits from another major budget category except contracted services.

County Board

☒ Category 4

Interdepartmental Transfer (including contingency or general fund transfers)

County Board

☐ Category 5

Increase in Expenditures with Offsetting Increase in Revenue

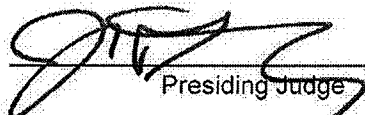
County Board

**DESCRIPTION AND JUSTIFICATION** (attach additional sheets as needed). In narrative form, describe the requested transfer to include amount, account to transfer from, account to transfer to, and the effect on revenue and expense.

Request to cover the Circuit Courts 1-8 2008 deficit is the amount of **\$72,759**. The shortfall was mainly attributable to overages in jurors - daily fees and doctor exams. See attached for detailed explanations.

Increase	Jurors - Daily Fee	22,576
Increase	Dr. Exams	50,183
Increase	Fund Balance Applied	72,759

Circuit Court System  
Department


  
Presiding Judge

June 15, 2009  
Date

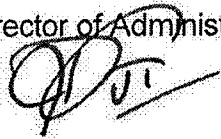
☒ Approved☐ Disapproved

  
County Executive

8/12/09  
Date



# Memo

**To:** Lynn VandenLangenberg, Director of Administration  
**From:** Presiding Judge J.D. McKay   
**Date:** May 8, 2009  
**Re:** 2008 Budget Variances; Anticipated 2009 Budget Variances

---

## 2008 Budget Variances

### Jurors – daily fee; food; mileage; witness fees; transcripts:

Budgeting for juror costs is hard to predict. When the courts' annual budget is prepared, consideration is given to the previous year's actual results, the current year's estimated results and known statutory mandates. However, when a sequestered or multiple-week jury trial occurs, it is very easy to exceed those budget expectations.

### Doctor exams:

Due to a new law involving the review by adverse counsel of stipulated extensions, the requirement for an examination of the subject by two independent examiners has become more frequent and thus, more costly.

### Interpreter services:

Pursuant to §885.38(3)(a), Wis. Stats., if the court determines that the person has limited English proficiency and that an interpreter is necessary . . . an interpreter will be provided at the public's expense . . . in any proceeding before a court of record. We have seen a substantial increase in interpreter fees as a result. We are presenting a Request for Proposal for Interpreter Services to the Public Safety Committee and County Board of Supervisors on May 6, 2009, and May 20, 2009, respectively.

## 2009 Anticipated Budget Variances

Judiciary costs will continue to fluctuate based on need. The cost for doctor examinations and interpreter services will undoubtedly exceed the 2009 budget for the reasons given.

In addition, the eight judicial assistants were accreted into the courthouse bargaining unit effective January 1, 2009. Pursuant to the Agreement between Brown County and the General Teamsters Union Local 662, the judicial assistants will receive longevity benefits and overtime pay. For these reasons, the amount budgeted for salaries will most likely be insufficient.

If you need additional information or have any questions, please call.

jme



## REQUEST FOR BUDGET TRANSFER

**INSTRUCTIONS:** This form is to be completed for any Category 1, 2a, 2b, 3, 4, or 5 budget transfer. Completed forms should be submitted to the Department of Administration.

**TYPE OF TRANSFER**  
(check one)

**DESCRIPTION****APPROVAL LEVEL**

- |  |   |                                      |
|--|---|--------------------------------------|
| <input type="checkbox"/> Category 1            | Reallocation from one line item to another within the major budget categories   | Department Head                      |
| <input type="checkbox"/> Category 2            | <input type="checkbox"/> a. Change in Outlay not requiring transfer of funds from another major budget category.<br><input type="checkbox"/> b. Change in any item within Outlay account which requires the transfer of funds from any other major budget category or the transfer of Outlay funds to another major budget category.                      | County Executive<br><br>County Board |
| <input type="checkbox"/> Category 3            | <input type="checkbox"/> a. Reallocation between Budget Categories other than 2b or 3b transfers.<br><input type="checkbox"/> b. Reallocation of Salaries and Fringe Benefits to another major budget category except contracted services, or reallocation to Salaries and Fringe Benefits from another major budget category except contracted services. | County Executive<br><br>County Board |
| <input checked="" type="checkbox"/> Category 4 | Interdepartmental Transfer (including contingency or general fund transfers)  | County Board                         |
| <input type="checkbox"/> Category 5            | Increase in Expenditures with Offsetting Increase in Revenue  | County Board                         |

**DESCRIPTION AND JUSTIFICATION** (attach additional sheets as needed). In narrative form, describe the requested transfer to include amount, account to transfer from, account to transfer to, and the effect on revenue and expense.

Request to cover the 2008 deficit of \$40,362 for the District Attorney. The shortfall was attributable to the reclassification of legal assistants to a higher rate of pay, casual payouts, overages of student/extra help along with an overage in Paper Service – Legal. This overage was due to increased process fees and an increase in the number of rescheduled cases requiring subpoenas to be served multiple times.

Increase 10-2410-500101	Salaries	25,773
Increase 10-2410-500910	Paper Service – Legal	14,589
Increase 10-2410-489900	Fund Balance Applied	40,362

DISTRICT ATTORNEY.  
Department

*J. P. Zeleny*  
Department Head

6/23/09  
Date

☒ Approved

☐ Disapproved

*Gene Hong*  
County Executive

8/12/09  
Date

*(Handwritten initials)*

## REQUEST FOR BUDGET TRANSFER

**INSTRUCTIONS:** This form is to be completed for any Category 1, 2a, 2b, 3, 4, or 5 budget transfer. Completed forms should be submitted to the Department of Administration.

### TYPE OF TRANSFER

(check one)

### DESCRIPTION

### APPROVAL LEVEL

☐ Category 1

Reallocation from one line item to another within the major budget categories

Department Head

☐ Category 2

☐ a.

Change in Outlay not requiring transfer of funds from another major budget category.

County Executive

☐ b.

Change in any item within Outlay account which requires the transfer of funds from any other major budget category or the transfer of Outlay funds to another major budget category.

County Board

☐ Category 3

☐ a.

Reallocation between Budget Categories other than 2b or 3b transfers.

County Executive

☐ b.

Reallocation of Salaries and Fringe Benefits to another major budget category except contracted services, or reallocation to Salaries and Fringe Benefits from another major budget category except contracted services.

County Board

☒ Category 4

Interdepartmental Transfer (including contingency or general fund transfers)

County Board

☐ Category 5

Increase in Expenditures with Offsetting Increase in Revenue

County Board

**DESCRIPTION AND JUSTIFICATION** (attach additional sheets as needed). In narrative form, describe the requested transfer to include amount, account to transfer from, account to transfer to, and the effect on revenue and expense.

Request to cover the Sheriff's 2008 deficit in the amount of \$1,034,553. Major contributors to the shortfall were an excess in overtime and projected Jail revenues that failed to materialize. See attached for additional details.

Increase	Overtime Earnings	602,805
Decrease	Prisoners Board - Federal	431,748
Increase	Fund Balance Applied	1,034,553

Sheriff's Dept.  
Department

*Donna Kelly*  
Department Head

6/15/09  
Date

☒ Approved

☐ Disapproved

*Donna Kelly*  
County Executive

8/13/09  
Date

*(Handwritten signature)*

# SHERIFF'S DEPARTMENT

## Brown County

300 EAST WALNUT  
P.O. BOX 22003  
GREEN BAY, WISCONSIN 54305-2003  
PHONE (920) 448-4200 FAX (920) 448-4206



**DENNIS KOCKEN**  
SHERIFF

To: Lynn VandenLangenberg, Director of Administration  
From: Sheriff Dennis Kocken *DK*  
Date: May 20, 2009  
Subject: 2008 Budget Shortfall and 2009 Observations

The 2008 financial statements are still "un-audited" but with no material changes anticipated we can assume the figures now available will remain virtually unchanged. Unfortunately, those 2008 figures represent a net budget shortfall of \$1,034,553, of which \$725,106 is due to revenues falling short of budget and \$309,447 is due to expenditures exceeding budget. I therefore request that the net shortfall be covered with a transfer from the County's general fund.

While the shortfalls listed above are large dollar amounts, when viewed in terms of percentages of the total budget they are less dramatic. Revenues were 2.20% under budget and expenditures were only 0.94% over budget. The combined effect is a shortfall of 3.13% of total budget as illustrated on the attached document.

### Sources of 2008 Shortfalls

Clearly the largest reason for the shortfall is that projected Jail revenues failed to materialize to the extent budgeted. Part of that was due to over-optimism on the part of the Sheriff's Department and that was compounded by further over-optimism by the County Board. The Sheriff's Department's budget anticipated a total of \$1,186,250 in boarding revenue for adult inmates but the Public Safety Committee bumped that up \$365,000 for a total of \$1,551,250. Unfortunately, only \$893,384 was actually collected – impacted by the effects of closing one Jail pod for construction on the new communications center. The net effect of the adult boarding revenue shortfall was \$657,866.

A second significant reason for the revenue shortfall was the dramatic decrease in Huber prisoners revenue. That was budgeted at \$860,000, based on a fee of \$20 per day and an average daily population of employed Huber inmates of just under 118. However, economic conditions resulted in a lower number of inmates being employed so the revenue was only \$582,495, resulting in a shortfall of \$277,505.

A third significant revenue shortfall was due to an oversight in the budgeting process which allowed a \$120,000 Other Insurance Recoveries figure from the 2007 budget to be carried over into the 2008 budget. No revenue was posted to that account in 2008, resulting in a \$120,000 shortfall. In hindsight, that revenue should have been zeroed out when the 2008 budget was created but it was not detected until far into the budget process.

Adding up the above listed revenue shortfalls produces a figure of \$1,055,371 but the actual revenue shortfall was \$725,106. That is because there were several areas in which revenue exceeded the budget including Sheriff Services, State Probation/Parole Revenue, Brown County Municipal Jail Revenue and Other Misc. Revenue. As an interesting aside, while the Probation/Parole Revenue was

\$116,734 greater than budgeted, had the State of Wisconsin reimbursed Brown County at the statutory rate of \$40.00 per day, rather than the actual amount of \$29.18 per day, the revenue would have been \$173,066 greater.

Expenditure over-runs were primarily in the area of wages. Overtime went \$602,805 over budget but in prior years those overruns would somewhat offset by vacancy savings. However, in 2008 even the total of Regular and Paid Leave Earnings exceeded the budget by \$197,158. That suggests that either vacancy savings were well under projected or there was a flaw in the budgeting of regular and paid leave costs. Fortunately, fringe benefits came in well under budget offsetting over half of the wage overruns. The net result of wages and fringes was an overrun of \$292,107.

There were some other expenditure overruns, including costs for prisoner transportation (including about \$20,000 for the Geske trial) and \$27,599 in excess Jail dental costs, but those were largely offset by under-spending in other areas.

### **2009 Observations**

The Jail boarding revenue issues were already well known when the 2009 budget was being compiled so budgeted revenue was cut back significantly. For 2009, combined federal and state adult boarding revenues total \$711,750, down from 2008's budgeted \$1,551,250 and less than 2008's actual \$893,384. Even so, through April the total revenues are trending under budget and at this point the revenue is projected at \$628,095 – still a potential shortfall but nowhere near the situation in 2008.

Huber revenues were similarly scaled back in 2009 from \$860,000 in 2008 to \$650,000. That is still higher than 2008's actual revenue of \$582,495. Through April the 2009 revenue projects to only \$501,993 but both March and April showed increases over prior months so it is very possible that the actual revenue will be closer to 2008's figure.

The 2009 budget finally corrected the issue regarding Other Insurance Recoveries and nothing was budgeted in that line so there will be no built-in shortfall for that line again in 2009.

In regard to expenditures, through April total wages are \$268,094 or 4.77% under the year-to-date budget and fringes are \$244,397 or 8.01% under the year-to-date budget. Total expenditures through April are \$823,560 or 7.13% under budget. Last year through April, the expenditures were only running 0.70% under budget. It's difficult to project too far into the remainder of 2009 but the trend so far is looking positive.

### **Conclusion**

Clearly, 2008 was a year in which our best estimates and projections of revenues and expenditures failed to completely materialize. Even so, on a percentage basis the actual and budget variances were relatively small. Hopefully, some of the changes made in the 2009 budget will address those problematic areas and reduce or preferably eliminate any net shortfalls.

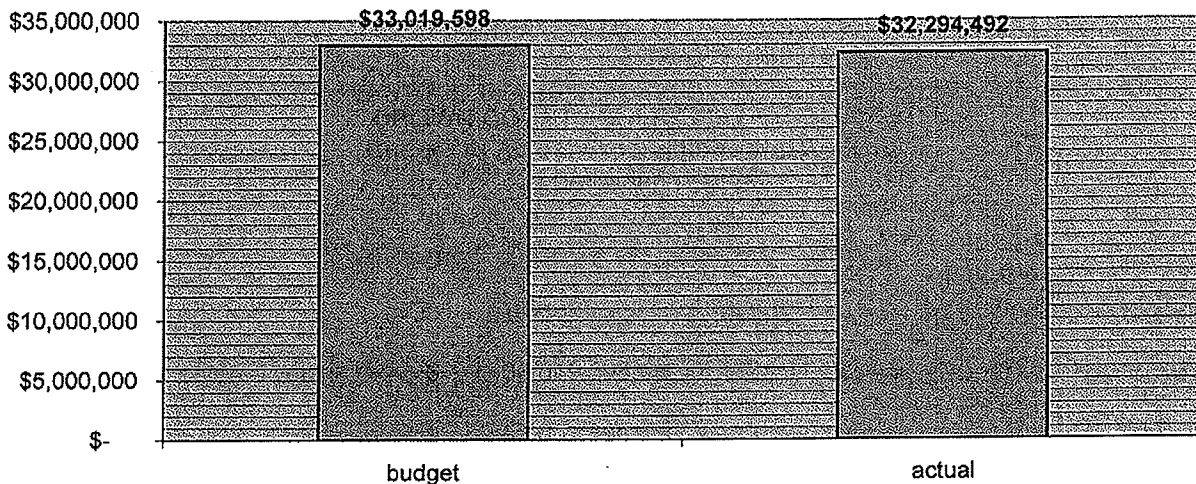
Attachment: Budget to Actual graphs

Budget Actual  
2008 unaudited  
(incl. per. 14 data)

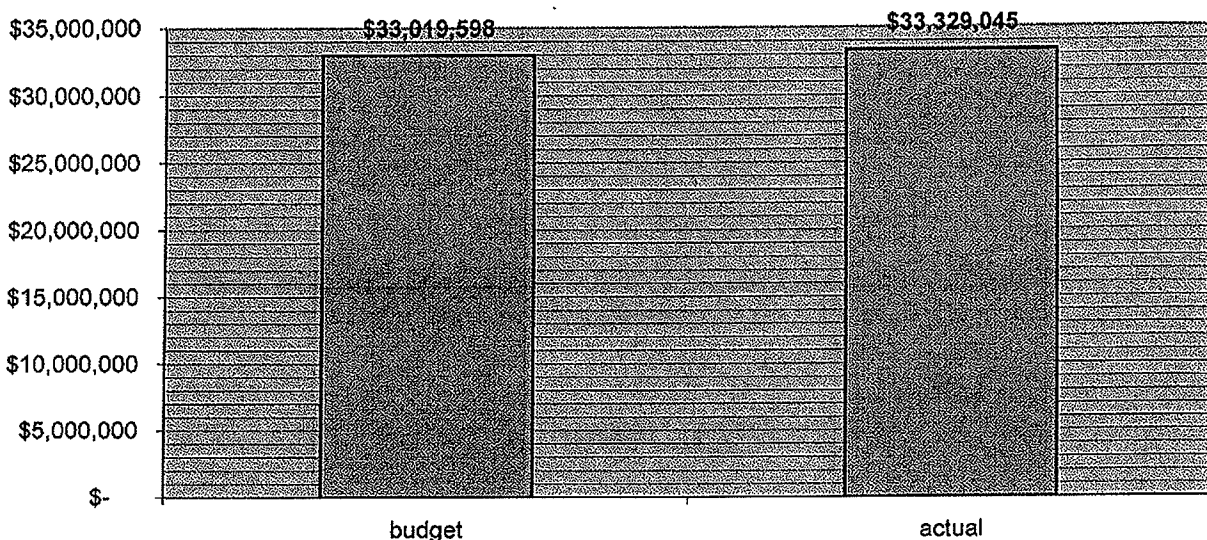
**BROWN COUNTY SHERIFF'S DEPARTMENT**  
**Budget to Actual Expenditures and Revenues**  
**For Calendar Year 2008**

	<u>Budget</u>	<u>Actual (est.)</u>	<u>Favorable/ (unfavorable) Variance</u>	<u>Percent of Budget</u>
Revenues (A/R not entered yet)	\$ 33,019,598	\$ 32,294,492	\$ (725,106)	-2.20%
Expenditures	\$ 33,019,598	\$ 33,329,045	\$ (309,447)	-0.94%
<b>Excess Revenue/(Expenditures)</b>	<b>\$ -</b>	<b>\$ (1,034,553)</b>	<b>\$ (1,034,553)</b>	<b>-3.13%</b>

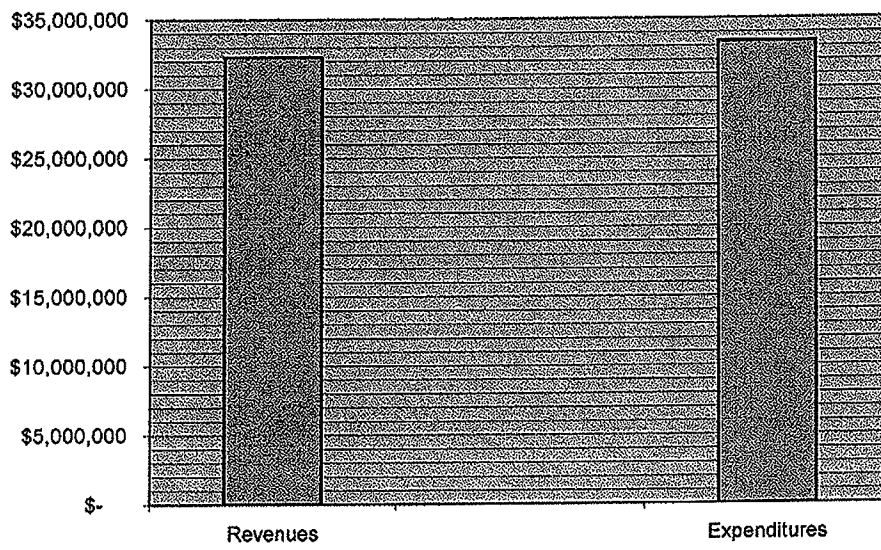
**Revenues - Budget and Actual - 2008**



**Expenditures - Budget and Actual - 2008**



### Actual Revenues and Expenditures - 2008



## REQUEST FOR BUDGET TRANSFER

**INSTRUCTIONS:** This form is to be completed for any Category 1, 2a, 2b, 3, 4, or 5 budget transfer. Completed forms should be submitted to the Department of Administration.

### TYPE OF TRANSFER

(check one)

### DESCRIPTION

### APPROVAL LEVEL

☐ Category 1

Reallocation from one line item to another within the major budget categories

Department Head

☐ Category 2

☐ a.

Change in Outlay not requiring transfer of funds from another major budget category.

County Executive

☐ b.

Change in any item within Outlay account which requires the transfer of funds from any other major budget category or the transfer of Outlay funds to another major budget category.

County Board

☐ Category 3

☐ a.

Reallocation between Budget Categories other than 2b or 3b transfers.

County Executive

☐ b.

Reallocation of Salaries and Fringe Benefits to another major budget category except contracted services, or reallocation to Salaries and Fringe Benefits from another major budget category except contracted services.

County Board

☒ Category 4

Interdepartmental Transfer (including contingency or general fund transfers)

County Board

☐ Category 5

Increase in Expenditures with Offsetting Increase in Revenue

County Board

**DESCRIPTION AND JUSTIFICATION** (attach additional sheets as needed). In narrative form, describe the requested transfer to include amount, account to transfer from, account to transfer to, and the effect on revenue and expense.

Request to cover the 2008 Executive deficit in the amount of \$1,270. The shortfall was attributable to a miscalculation of the proper fringe rate resulting in a shortage in budgeted fringes.

Increase  
Increase

Fringe Benefits  
Fund Balance Applied

1,270

1,270

Executive

Department

Sam King

Department Head

6/16/09

Date

☒ Approved

☐ Disapproved

Sam King

County Executive

6/16/09

Date

*Sam King*

## REQUEST FOR BUDGET TRANSFER

**INSTRUCTIONS:** This form is to be completed for any Category 1, 2a, 2b, 3, 4, or 5 budget transfer. Completed forms should be submitted to the Department of Administration.

**TYPE OF TRANSFER**  
(check one)

**DESCRIPTION****APPROVAL LEVEL**
☐ Category 1

Reallocation from one line item to another within the major budget categories

Department Head

☐ Category 2

☐ a.

Change in Outlay not requiring transfer of funds from another major budget category.

County Executive

☐ b.

Change in any item within Outlay account which requires the transfer of funds from any other major budget category or the transfer of Outlay funds to another major budget category.

County Board

☐ Category 3

☐ a.

Reallocation between Budget Categories other than 2b or 3b transfers.

County Executive

☐ b.

Reallocation of Salaries and Fringe Benefits to another major budget category except contracted services, or reallocation to Salaries and Fringe Benefits from another major budget category except contracted services.

County Board

☒ Category 4

Interdepartmental Transfer (including contingency or general fund transfers)

County Board

☐ Category 5

Increase in Expenditures with Offsetting Increase in Revenue

County Board

**DESCRIPTION AND JUSTIFICATION** (attach additional sheets as needed). In narrative form, describe the requested transfer to include amount, account to transfer from, account to transfer to, and the effect on revenue and expense.

Request to cover the Community Programs 2008 deficit in the amount of \$434,516. Major contributors to the shortfall were program expenditures in our alcohol and drug abuse and alternate care purchased services. See attached for additional details.

Increase:	20-7600-492900	Fund Balance Applied (Community Program)	\$ 434,516
Increase:	20-7669-500918AODAL	Alcohol & Drug Abuse (AODA)	\$ 206,966
Increase:	20-7669-500918AF161	Foster Homes - Abused & Neglected Children	\$ 227,550

Human Services

Department

Department Head

7/23/09  
Date

☒ Approved

☐ Disapproved

County Executive

8/12/09  
Date





## Human Services Department

---

Thomas D. Eggebrecht, Interim Executive Director  
111 N. Jefferson Street, Green Bay, WI 54301  
Phone: (920) 448-6001, Fax: (920) 448-6126; E-Mail: Eggebrecht\_ID@co.brown.wi.us

To: Tom Hinz, County Executive  
Lynn VandenLangenberg, Director of Administration

From: Kelly Selner, Budget and Finance Manager, Department of Human Services

Date: June 25, 2009

Re: 2008 Review

At the end of 2008, Human Services as a department was over budget by \$434,516, which was 0.40% of our total annual \$104 million budget. The additional expenditures were attributable to an indirect cost change, alternate care program and AODA services. We asked for a budget modification and permission to use the department's Community Programs fund balance to finance the overage.

Early in 2009, it was determined by the Department of Administration that indirect costs were incorrectly calculated county-wide for 2008. Community Programs absorbed an additional \$235,000 in expenditures and the Mental Health Center recognized a savings of \$235,000 in this recalculation. As requested, there was no adjustment done to the intradepartmental budget lines of either Community Programs or the Mental Health Center at that time for the \$235,000. This action resulted in savings for the Mental Health Center that helped the unit finish the year below budget. This was a one time change and the 2009 budget has been adjusted appropriately.

Alternate care program expenditures were approximately \$228,000 more than budgeted. In an effort to reduce expenditures in this area, the department is pursuing efforts to establish local providers as an alternative to costly out of county treatment settings and increase case review standards before placements are made. At this time, we do not anticipate a need for a change in the 2009 budget for alternate care program expenditures.

AODA expenditures were approximately \$210,000 more than budgeted. The additional expenditures were due to placements of chronic consumers and a need for more structured treatment placements. Management has plans to include social detoxification services in an upcoming diversion facility request for proposal to be issued by the department. Incorporating this service array could help to stabilize consumers in the diversion facility for a short period of time with continued outpatient services instead of a more expensive, residential stay. Management anticipates reducing expenditures and therefore an adjustment to the 2009 budget is not needed at this time.

Human Services management acknowledges that we face many budget challenges going forward including an anticipated reduction in state aids in excess of \$1 million in 2010. We will continue to examine department priorities, policies and processes to determine what efficiency measures are possible.

## REQUEST FOR BUDGET TRANSFER

**INSTRUCTIONS:** This form is to be completed for any Category 1, 2a, 2b, 3, 4, or 5 budget transfer. Completed forms should be submitted to the Department of Administration.

### TYPE OF TRANSFER

(check one)

### DESCRIPTION

### APPROVAL LEVEL

- |  |   |                                  |
|--|---|----------------------------------|
| <input type="checkbox"/> Category 1            | Reallocation from one line item to another within the major budget categories   | Department Head                  |
| <input type="checkbox"/> Category 2            | <input type="checkbox"/> a. Change in Outlay not requiring transfer of funds from another major budget category.<br><input type="checkbox"/> b. Change in any item within Outlay account which requires the transfer of funds from any other major budget category or the transfer of Outlay funds to another major budget category.                      | County Executive<br>County Board |
| <input type="checkbox"/> Category 3            | <input type="checkbox"/> a. Reallocation between Budget Categories other than 2b or 3b transfers.<br><input type="checkbox"/> b. Reallocation of Salaries and Fringe Benefits to another major budget category except contracted services, or reallocation to Salaries and Fringe Benefits from another major budget category except contracted services. | County Executive<br>County Board |
| <input checked="" type="checkbox"/> Category 4 | Interdepartmental Transfer (including contingency or general fund transfers)  | County Board                     |
| <input type="checkbox"/> Category 5            | Increase in Expenditures with Offsetting Increase in Revenue  | County Board                     |

**DESCRIPTION AND JUSTIFICATION** (attach additional sheets as needed). In narrative form, describe the requested transfer to include amount, account to transfer from, account to transfer to, and the effect on revenue and expense.

*At the end of 2008, \$7,652 of restricted donations for the West Shore Pike Project was erroneously returned to the General Fund instead of being carried over into 2009 (full amount of grant was \$9,250; \$1,598 was expended in 2008). This request is to correct that error by transferring \$7,652 from the General Fund to the following LWC accounts for the purchase of an ATV and trailer for habitat work on the project:*

Increase	100.048.001.9000 (Carryover)	\$7,652
Increase	100.048.001.5800 (Grant Expenditures)	\$1,441
Increase	100.048.001.6110.020 (Outlay)	\$6,211

Land and Water Conservation  
Department

*Bill Hays*

Department Head

8/6/09  
Date

☒ Approved

☐ Disapproved

*Ann Hays*  
County Executive

8/17/09  
Date

# REQUEST FOR BUDGET TRANSFER

**INSTRUCTIONS:** This form is to be completed for any Category 1, 2a, 2b, 3, 4, or 5 budget transfer. Completed forms should be submitted to the Department of Administration.

## TYPE OF TRANSFER

(check one)

## DESCRIPTION

## APPROVAL LEVEL

- |  |   |                                  |
|--|---|----------------------------------|
| <input type="checkbox"/> Category 1            | Reallocation from one line item to another within the major budget categories   | Department Head                  |
| <input type="checkbox"/> Category 2            | <input type="checkbox"/> a. Change in Outlay not requiring transfer of funds from another major budget category.<br><input type="checkbox"/> b. Change in any item within Outlay account which requires the transfer of funds from any other major budget category or the transfer of Outlay funds to another major budget category.                      | County Executive<br>County Board |
| <input type="checkbox"/> Category 3            | <input type="checkbox"/> a. Reallocation between Budget Categories other than 2b or 3b transfers.<br><input type="checkbox"/> b. Reallocation of Salaries and Fringe Benefits to another major budget category except contracted services, or reallocation to Salaries and Fringe Benefits from another major budget category except contracted services. | County Executive<br>County Board |
| <input type="checkbox"/> Category 4            | Interdepartmental Transfer (including contingency or general fund transfers)  | County Board                     |
| <input checked="" type="checkbox"/> Category 5 | Increase in Expenditures with Offsetting Increase in Revenue  | County Board                     |

**DESCRIPTION AND JUSTIFICATION** (attach additional sheets as needed). In narrative form, describe the requested transfer to include amount, account to transfer from, account to transfer to, and the effect on revenue and expense.

*Under the terms of the American Recovery and Reinvestment Act (ARRA), child support agencies are eligible to receive additional funding as incentive matching for IV-D functions pre-approved by the State of Wisconsin. A file index/maintenance plan was approved to fund a temporary Clerk/Typist I position up to \$8,775 to complete the conversion of files to the new file index/maintenance system within the Child Support Agency.*

Increase	210.017.001.4302 (State Grant Revenue)	\$8,775
Increase	210.017.001.5706 (Temporary Replacement Help)	\$8,775

<u>Child Support Agency</u>	<u>[Signature]</u>	<u>8/12/09</u>
Department	Department Head	Date

☒ Approved

☐ Disapproved

[Signature]  
County Executive

8/17/09  
Date

[Signature]  
8/14/09

Brown County  
Child Support  
Budget Status Report  
6/30/2009

	Annual Budget	YTD Budget	YTD Actual
Personnel	\$ 1,177,765	\$ 575,293	\$ 543,204
Fringe Benefits	\$ 769,580	\$ 384,790	\$ 310,024
Operations & Maintenance	\$ 839,950	\$ 419,976	\$ 389,350
Travel & Conference	\$ 5,000	\$ 2,500	\$ 596
Utilities	\$ 12,200	\$ 6,100	\$ 4,997
Contracted Services	\$ 53,820	\$ 26,910	\$ 20,376
Medical Expenses	\$ 50,000	\$ 25,000	\$ 29,406
Judiciary Costs	\$ 5,850	\$ 2,925	\$ 2,721
Other Expenses	\$ -	\$ -	\$ -
Outlay	\$ -	\$ -	\$ -
Property Tax Revenue	\$ 436,792	\$ 218,396	\$ 218,394
Intergov't Revenue	\$ 515,687	\$ 257,844	\$ -
Public Charges	\$ 47,500	\$ 23,750	\$ 28,543
Intergov't Charges	\$ 1,914,186	\$ 1,457,083	\$ 1,561,183
Miscellaneous Revenue	\$ -	\$ -	\$ -

HIGHLIGHTS:

All costs categories are below YTD budget amounts. The funding for Child Support is on the Federal Fiscal Year which begins 10/1. YTD savings in expenses is \$137,873.00

Child Support - June 30, 2009

